

Center for Educational Performance and Information (CEPI)

Instructions for Requesting UICs

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Questions?

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Overview of the UIC Request Process

As a preliminary step in the Michigan Student Data System (MSDS) data submission process, school authorized administrators (aka “system users”) must match each student in a collection with a distinct 10-digit identifier known as the Unique Identification Code (UIC). MSDS then takes this UIC request and tries to match (or assign) UICs for each student record that a user submits.

Why do this? The UIC is a vital piece of information, because it links records across multiple school districts and time periods to a single student. In short, the UIC underpins all collection efforts and makes it possible to analyze educational outcomes for students as they progress through the school system.

For new MSDS users, this process can be intimidating and terms like “XML data files” don’t help. However, with practice this process will become easier. This document serves to assist users by leading them through the UIC Request process step-by-step. Hang in there!

A Process Broken into Steps

There are two procedures for requesting a student UIC:

- Single request for student UIC.
- Submission of a batch file with multiple requests for student UICs.

Screenshots and Software Versions

This guide describes both UIC Request procedures. The screenshots were taken in a Windows 8 environment, and the primary applications used to replicate the Request process were Microsoft Edge (web browser) and Microsoft Excel 2016 (spreadsheets).

Previous UIC guides included screenshots of older software (e.g., Microsoft Excel 2013). However, the differences between recent guides are minor and should not prevent you from completing UIC Request if you have older versions of the Windows operating system and Microsoft Excel.

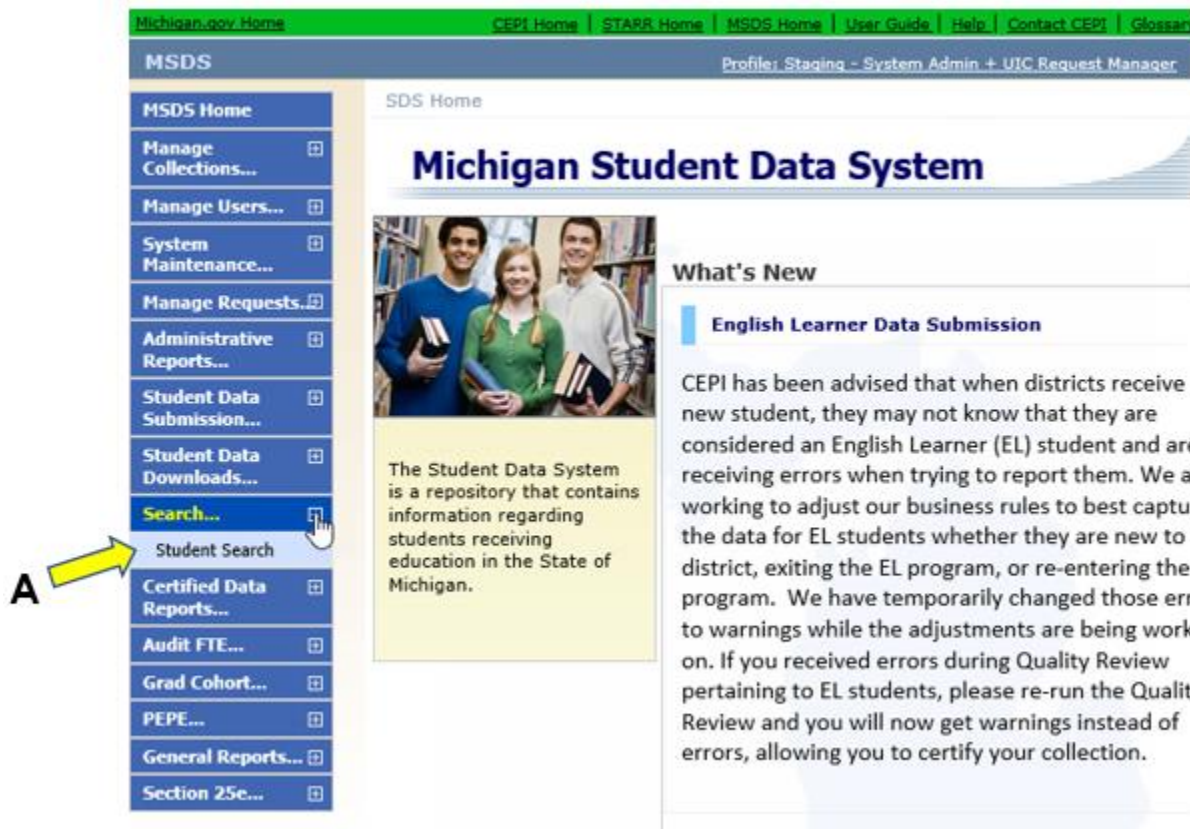
Help and Resources

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at cepi@michigan.gov . Email allows us to better research and respond to your questions, but if email is not an option, you can call us at 517-335-0505 x3.

Single Student Request for UIC

To look up or create a UIC for an individual student, you will need to log into the Michigan Student Data System (MSDS) using your account username and password details. When you see the Home screen:

1. Click on the Search menu item on the left-hand side of the screen. This expands the menu.
 - A. Then click *Student Search*.



2. The Student Search window will appear.
 - A. Enter as much of the student's Personal Core information as you can into the web form.
 - B. Then click the Filter button at the bottom right.

Student Search

Select your filter criteria...

☐ Search By UIC

☒ Search By Core Fields

A

Last Name:

Sam

Last Name Suffix:

First Name:

Yosemite

Middle Name:

Date of Birth Year:

2014

Date of Birth Month:

03

Date of Birth Day:

28

Gender:

Male

Multiple Birth Order:

☒ Begins ☐ Contains

☒ Begins ☐ Contains

☐ Show Direct Certified
(likely to increase the time for the search)

☐ Search using match criteria (begins/contains ignored)

B

Filter

Clear

3. MSDS will run a search based upon the information you entered. If MSDS cannot find the student, it will display a message telling you it found no results – displayed below.

If you do not want to submit the student for UIC assignment, then click the Cancel button.

If you do want to submit the student for UIC assignment:

- A. Select *Request for UIC Collection* from the dropdown list as the Collection.
- B. Enter your five- or nine-digit Submitting Entity code. If you do not know your entity code, you can look it up on CEPI's Education Entity Master (EEM) web page:

http://www.michigan.gov/cepi/0,4546,7-113-986_10485---,00.html

If the code is valid, MSDS will display the institution's full name.

- C. Click on the Submit/Go To Details button.

Important: you must provide information for all the required fields (denoted with an *).

The screenshot shows the 'Add Student' form. At the top, a blue header bar contains the text 'Add Student'. Below this is a light blue box with an information icon and the text: 'Your search yielded no results. Add the student using the below form or cancel to search again.' Below this box, a note states: 'If Collection is not filled in automatically then one must be selected in order to access the Submitting Entity.' The form fields are as follows: '* = Required' (legend); '*Collection:' (dropdown menu showing 'Request for UIC Collection', with a yellow arrow labeled 'A' pointing to it); '*Last Name:' (text box with 'Sam'); 'Last Name Suffix:' (text box); '*First Name:' (text box with 'Yosemite'); 'Middle Name:' (text box); 'Multiple Birth Order:' (text box with '0'); '*Date of Birth:' (text box with '3/28/2014' and '(MM/DD/YYYY)' to its right); '*Gender:' (dropdown menu showing 'M-Male'); 'Search by Entity Name or Entity Code' (text box with 'Northeast Michigan Community Service Agency (C', with a yellow arrow labeled 'B' pointing to it); 'UIC:' (text box). At the bottom are four buttons: 'Submit', 'Submit/Add Another', 'Submit/Go To Details' (with a yellow arrow labeled 'C' pointing to it), and 'Cancel'.

4. MSDS will then display the UIC assignment results for the student you have described.
 - A. Make sure you write down the new UIC. **If you print the entire record, be careful – this is Personally Identifiable Information (PII) and to maintain the student’s privacy, it should only be kept in a secure location.**
 - B. Click the Submit button to finalize the UIC assignment.

Staging Area Maintain

*** = Required**

Submitting Entity: Northeast Michigan Community Service Agency (040000001)
Collection: Request for UIC Collection
PEPE District:
PEPE Building:

*Last Name: Sam
Last Name Suffix:
Middle Name:
*First Name: Yosemite
*Date of Birth: 3/28/2014
*Gender: M - Male
Multiple Birth Order: 0
UIC: 2564944896

A

B Submit Cancel Select Component Add Component

Errors:
Warnings:

5. If you now search for the same student (steps 1 and 2 above), MSDS will find and report the student details.

Student Search

i Your search yielded 1 result(s).

Filter...

Filtered on Last Name(Sam%), First Name(Yosemite%), Birth Year(2014), Birth Month(03), Birth Day(28), Gender (M)

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
2564944896	Sam	Yosemite		03/28/2014	M	0	K12

Items per page: 10 1 of 1

Submission of a Batch File with Multiple Requests for Student UICs

We'll simplify the process of submitting multiple requests by breaking it down into smaller steps:

1. Download the CEPI schema file
2. Prepare the data file (Excel)
3. Prepare the data file (XML)
4. Upload the XML file to MSDS
5. Check the file upload status
6. Recover UIC assignment details

These actions are described below. Let's begin.

Step 1: Download the CEPI schema file

To initiate the UIC Request Process you need to provide student data in a very particular format. This format is the Extensible Markup Language (XML) and the template you'll need to use is called a schema file.

1. Visit the CEPI web page where you can access the XML schema file:
http://www.michigan.gov/cepi/0,4546,7-113-986_50502_52376---,00.html
2. To obtain the schema file:
 - A. Expand the blue bar called *Technical Material* by clicking on it.

Center for Educational Performance and Information

CEPI / CEPI APPLICATIONS / MICHIGAN STUDENT DATA SYSTEM / REQUEST FOR UIC

MSDS Request for UIC Collection

The Request for UIC collection in the MSDS allows school districts to obtain or validate Unique Identification Codes (UICs) for their students.

If a student's UIC is unknown, submit that student's record without a UIC (UIC field would be blank).

To validate a student's UIC, submit that student's record with a UIC. Validating a student's UIC ensures that the correct UIC has been assigned to that student's record.

- [MSDS Security Form \(District/ISD/PSA/ONSR Users\)](#)
- [MSDS Security Form \(Nonpublic School Users\)](#)

▪ See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

Technical Materials Note: The system will continue to use the current Request for UIC schema to upload files until CEPI completes its system rollover for the 2016-17 school year in mid-September 2016. Once the rollover has been completed, the Request for UIC schema will be updated to accommodate system requirements for the 2016-17 school year. 2016-17 Technical Resources (effective mid-September 2016) will be posted as soon as they are available.

[Go to MSDS](#)

Manuals

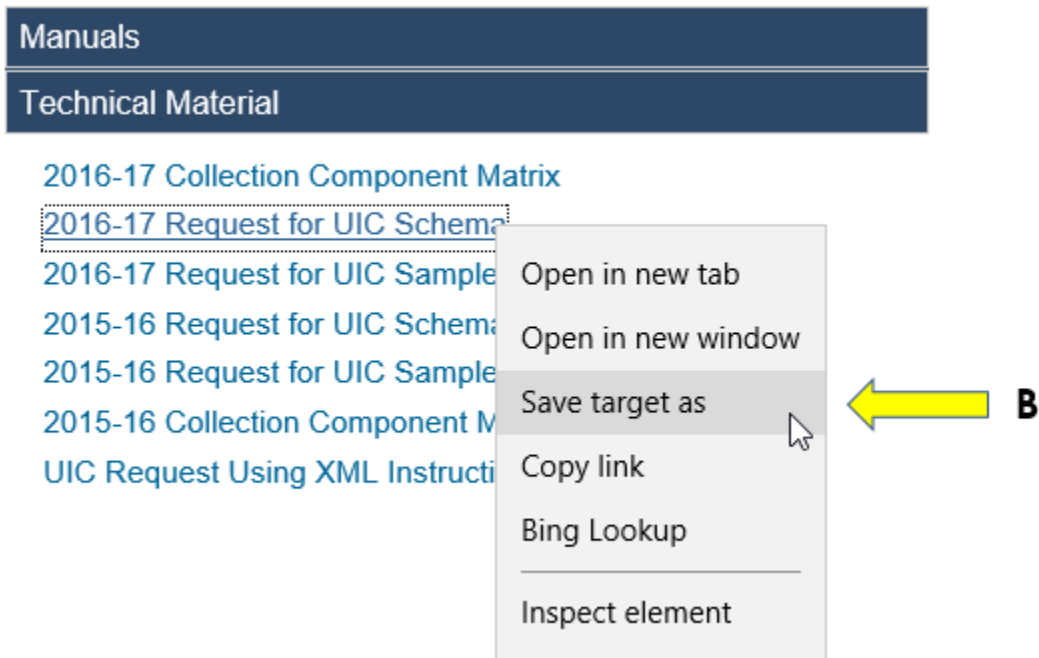
Technical Material

- [2016-17 Collection Component Matrix](#)
- [2016-17 Request for UIC Schema](#)
- [2016-17 Request for UIC Sample](#)
- [2015-16 Request for UIC Schema](#)
- [2015-16 Request for UIC Sample](#)
- [2015-16 Collection Component Matrix](#)
- [UIC Request Using XML Instructions](#)

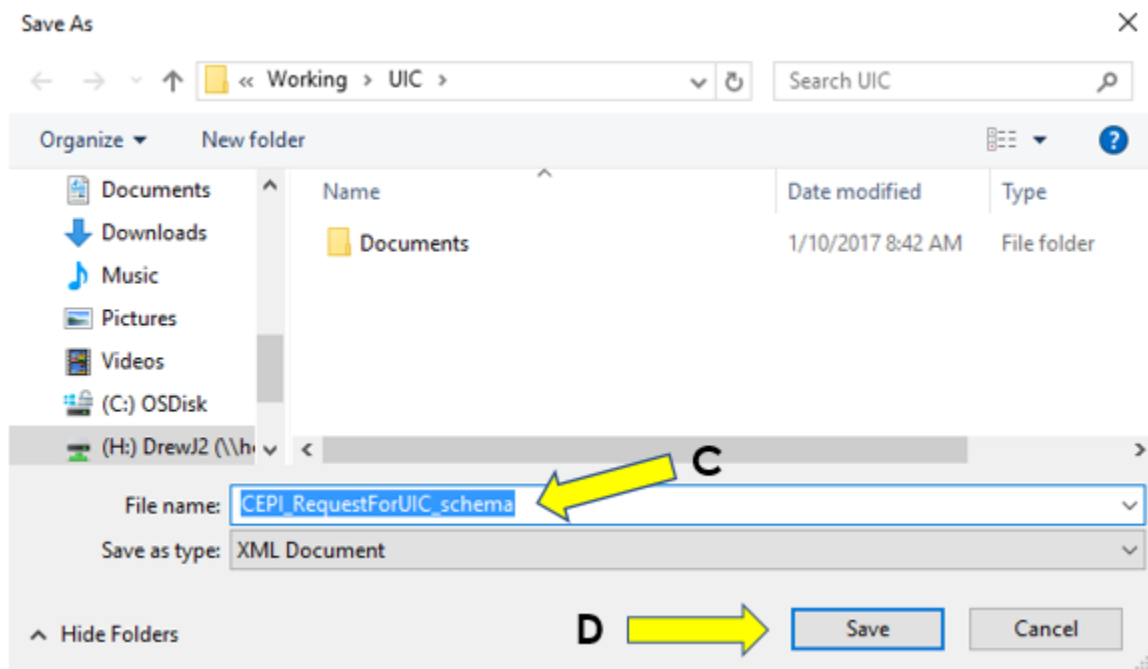
Left Sidebar:

- About CEPI
- CEPI Applications
- Michigan Student Data System
- Auditor Resources
- Direct Certification Report
- Early Childhood
- Early Roster
- General Collection
- Graduation and Dropout Information
- Request for UIC
- Student Record Maintenance
- Teacher Student Data Link
- Registry of Educational Personnel
- Educational Entity Master

- B. Right-click on *2016-17 Request for UIC Schema*. Select the *Save target as* menu item.



- C. A window will appear. Navigate to a directory to save the schema file.
Give the file a name you will remember.
D. Click Save to finish.



Step 2: Prepare the data file (Excel)

The next step is to create a data extract from your data collection. We'll use Microsoft Excel to view the data MSDS is expecting.

3. The data elements (or columns) you must include:

- A. Student Last Name. [Required]
- B. Student First Name. [Required]
- C. Student Middle Initial. [Optional]
- D. Student Suffix. [Optional]
- E. Date of Birth. [Required]
- F. Multiple Birth Order. [Optional]
- G. Gender Code. [Required]

	A	B	C	D	E	F	G
	Student Last Name	Student First Name	Student Middle Name	Student Suffix	Date of Birth	Multiple Birth Order	Gender Code
1	Pig	Porky	P		1/1/2013		M
2	Duck	Daffy			1/4/2014		M
3	Bunny	Lola			2/15/2012	1	F
4	Pig	Petunia			6/30/2013		F
5	Gonzales	Speedy	S		9/8/2014		M
6	Pussycat	Penelope			9/22/2013		F
7	Le Pew	Pepe			10/27/2012		M
8	Coyote	Wile	E		6/6/2013		M
9	Leghorn	Foghorn			1/8/2014		M
10	Hawk	Henery		Jr	7/4/2013		M
11	Bunny	Bugs			12/25/2012		M
12	Warner	Dot			10/9/2013	3	F
13	Runner	Road			9/2/2013		M

4. There are important rules to follow when checking your data:

- A. The Student Last Name, Student First Name, and Student Middle Name data elements may include lowercase and uppercase letters (aBZz), apostrophes ('), commas (,), hyphens, and periods (.):
 - i. The total length of these fields is between 1 and 50 characters.
 - ii. They cannot include underscores (_), numbers (0123), or special characters (æ).
- B. The Gender data value must be M or F. The following values are invalid:
 - i. f, m, female, male, fe, or ma (lowercase or uppercase).
 - ii. Numbers such as 0, 1, 2, or 3.
 - iii. Blank.
- C. Fields in each row must contain a value, except for Student Middle Initial, Student Suffix, and Multiple Birth Order (which can be blank).

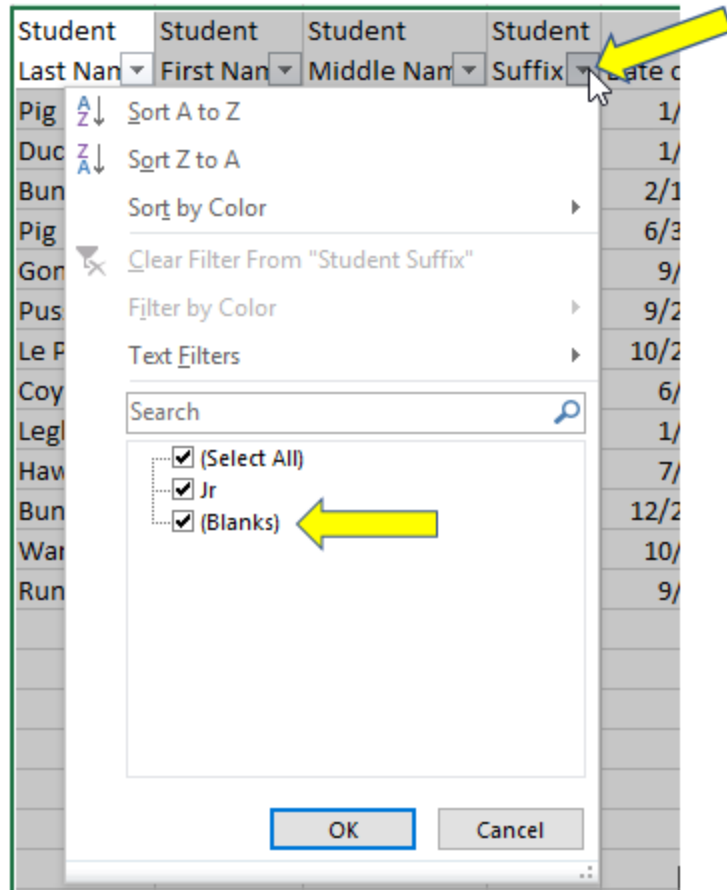
To check for blanks in a field, you can use Excel's *Filter* utility found under the *DATA* tab.

- i. Hold down the Ctrl key while clicking to select all the data columns.
- ii. Click on the *DATA* tab.
- iii. Click on the *Filter* button.

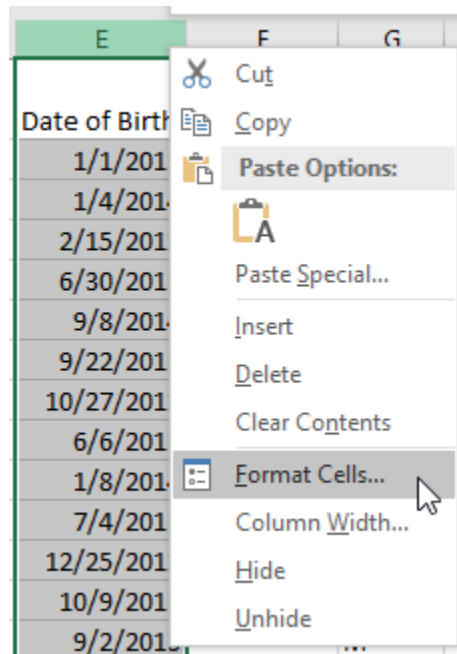
The screenshot shows the Microsoft Excel interface with the **Data** tab selected. The **Filter** button is highlighted in the **Sort & Filter** group. The worksheet contains a table with student data. The column headers are: Student Last Name, Student First Name, Student Middle Name, Student Suffix, Date of Birth, Multiple Birth Order, and Gender Code. The data rows are numbered 1 through 15.

	A	B	C	D	E	F	G
	Student Last Name	Student First Name	Student Middle Name	Student Suffix	Date of Birth	Multiple Birth Order	Gender Code
1	Pig	Porky	P		1/1/2013		M
2	Duck	Daffy			1/4/2014		M
3	Bunny	Lola			2/15/2012	1	F
4	Pig	Petunia			6/30/2013		F
5	Gonzales	Speedy	S		9/8/2014		M
6	Pussycat	Penelope			9/22/2013		F
7	Le Pew	Pepe			10/27/2012		M
8	Coyote	Wile	E		6/6/2013		M
9	Leghorn	Foghorn			1/8/2014		M
10	Hawk	Henery		Jr	7/4/2013		M
11	Bunny	Bugs			12/25/2012		M
12	Warner	Dot			10/9/2013	3	F
13	Runner	Road			9/2/2013		M
14							
15							

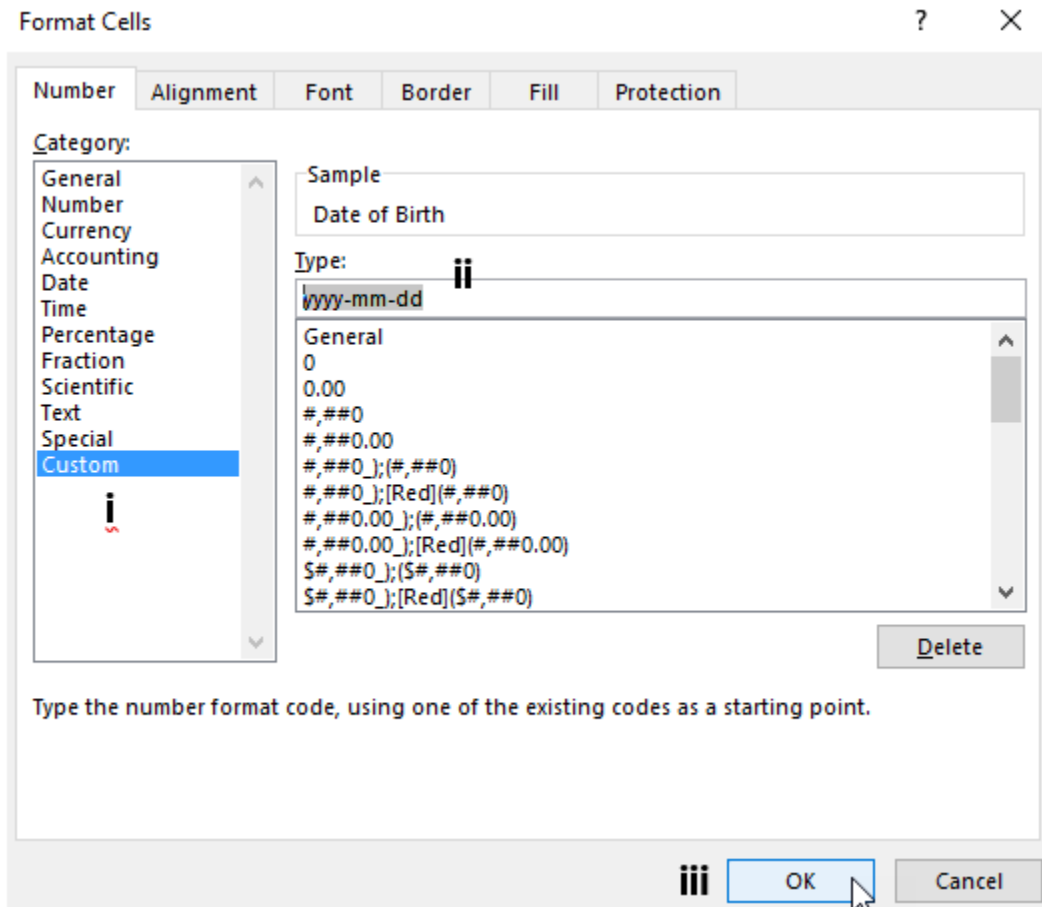
- iv. Click on a column arrow box to check if there are blank values in a column. (Note: Student Suffix is allowed to be blank – it's shown below to highlight how Excel reports blank values. Required columns shouldn't show this value.)



- D. Date of Birth must be formatted as *yyyy-mm-dd*. Highlight the column, right click, and select "Format Cells..."



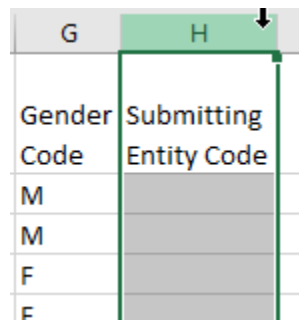
- i. In the text box that appears, select *Custom*.
- ii. Type *yyyy-mm-dd*.
- iii. Click OK.



The dates should look differently now.

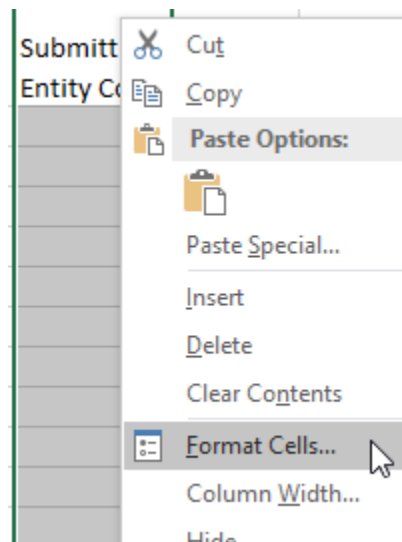
E	
	Mu
Date of Birth	Bir
2013-01-01	
2014-01-04	
2012-02-15	
2013-06-30	
2014-09-08	
2013-09-22	

5. The data file isn't ready yet. You need to add another column. Next to the Gender Code, in the top box (H1) type *Submitting Entity Code*. Then select the column.

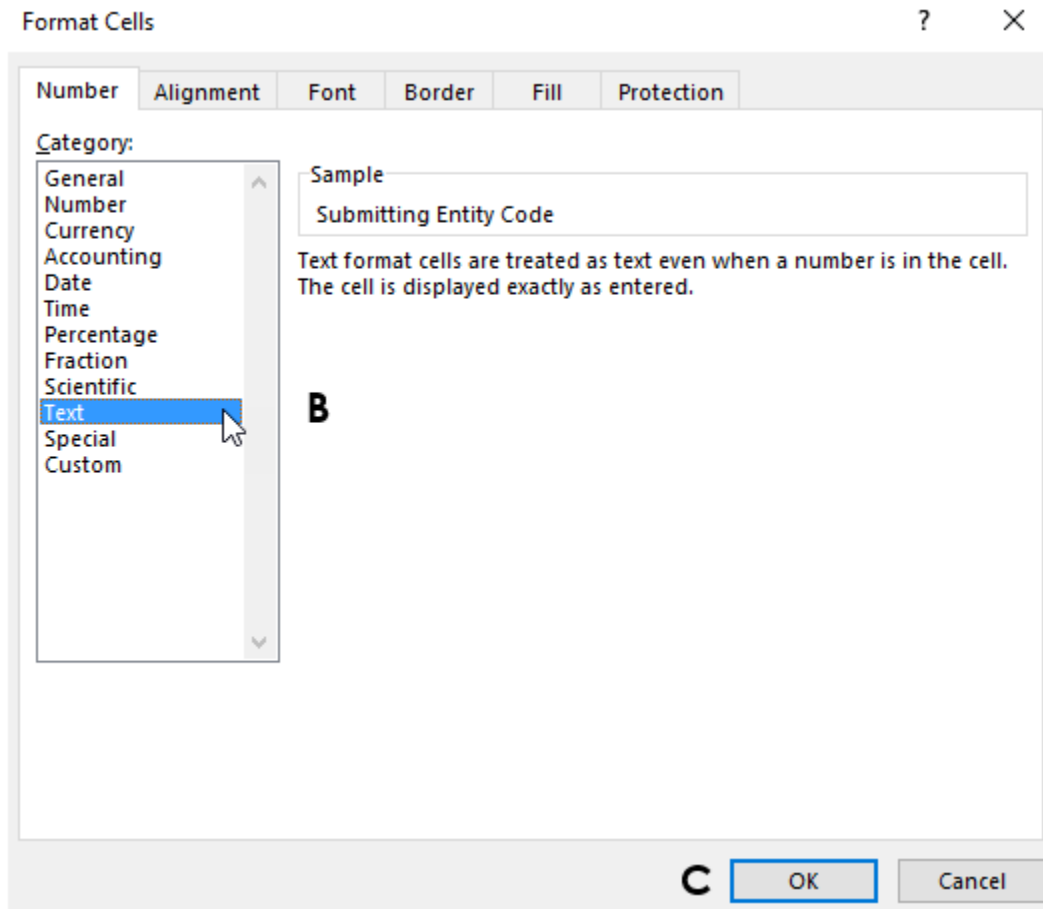


G	H
Gender Code	Submitting Entity Code
M	
M	
F	
F	

- A. Right click and select Format Cells... to change the cells in the column.



- B. In the window that appears, select *Text*. (This will prevent Excel from automatically correcting the data to remove preceding zeroes from the entity code.)
- C. Click OK.



- D. Enter your five- or nine-digit entity code for each row that you have data in the spreadsheet.

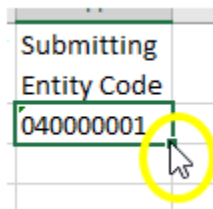
If you do not know your entity code, you can look it up on CEPI's Education Entity Master (EEM) web page:

http://www.michigan.gov/cepi/0,4546,7-113-986_10485---,00.html

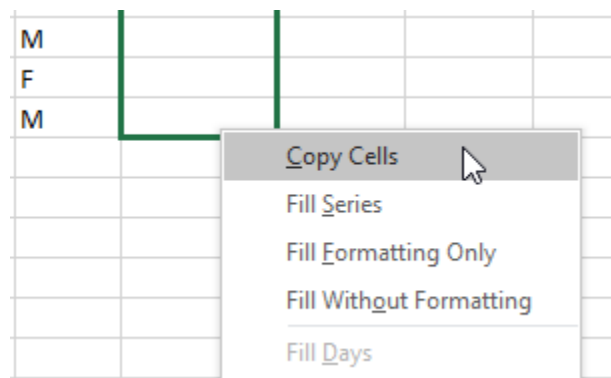
- i. To enter the code, simply type or paste it into the first column cell.

G	H
Gender	Submitting
Code	Entity Code
M	040000001
M	
F	

- ii. To copy the code across cells, move the mouse pointer to the bottom right corner of the cell and hold down the right mouse button.



- iii. Keep the right mouse button pressed down and drag the mouse down the screen. When you reach the last cell, release the button. A context menu will appear. Click *Copy Cells*.



The cell in each record will now be filled with the entity code.

M	040000001
M	040000001
M	040000001
M	040000001
F	040000001
M	040000001

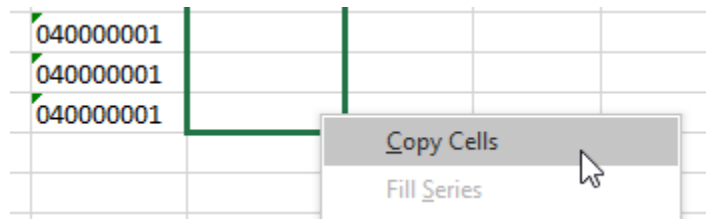
6. You have entered the code for your submitting entity, but you will now need to specify its type. In the next column in the first cell, type *Submitting Entity Type Code*.

H	I
Submitting Entity Code	Submitting Entity Type Code
040000001	
040000001	

- A. If your submitting entity has a five-digit code, enter a single uppercase "D" in the column cells. In the example here, the submitting entity has a nine-digit code, so we need to instead enter a single uppercase "A". (Note: it must be uppercase "A" or "D", it cannot be "a" or "d").
- Right click on the bottom right hand corner of cell.

I
Submitting Entity Type Code
A

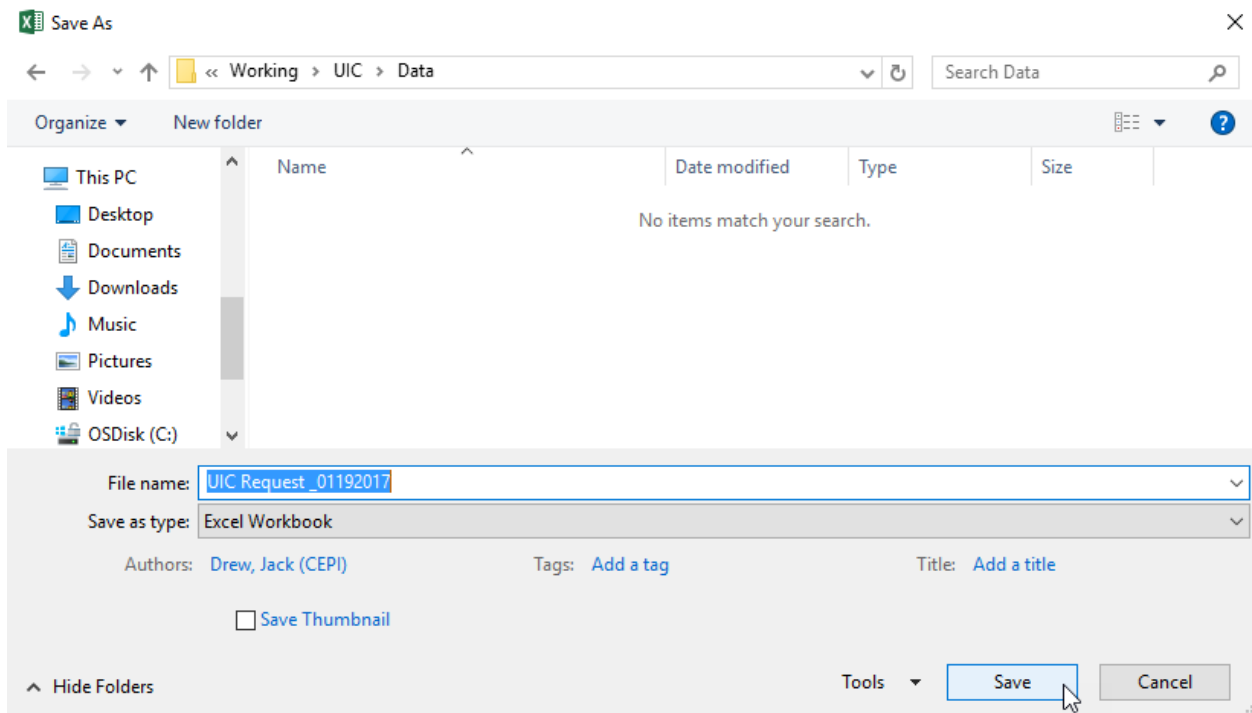
- ii. Holding the button down, drag down to the last of the collection records. Then release and select Copy Cells.



The cells will now be filled with an "A".

Submitting Entity Code	Submitting Entity Type Code
040000001	A
040000001	A
040000001	A
040000001	A

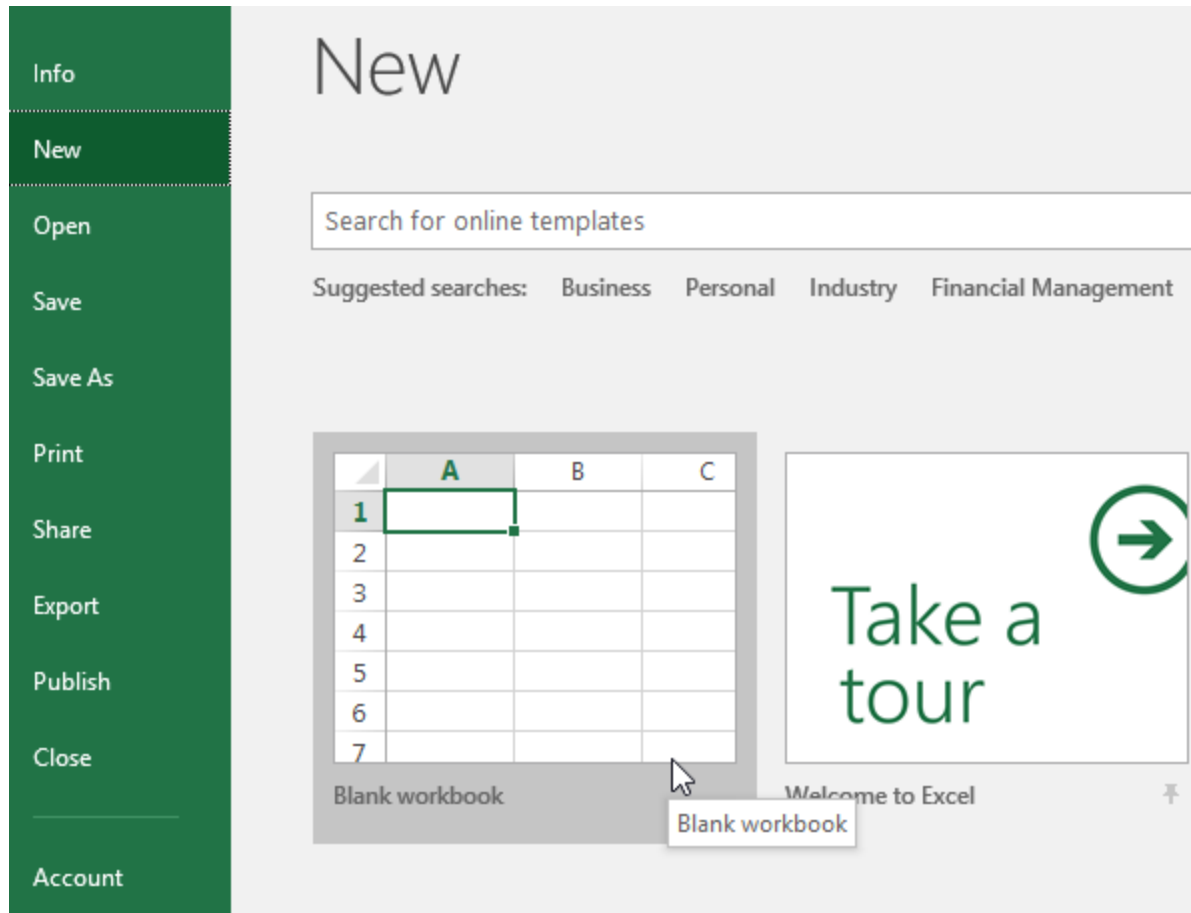
- 7. Lastly, save your data with as a Microsoft Excel file (with an .xls or .xlsx extension) **in a secure area since it contains Personally Identifiable Information (PII).**



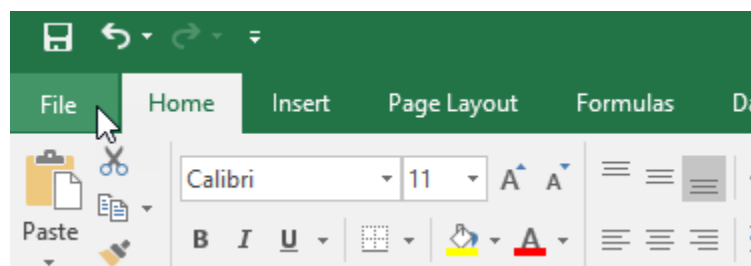
Step 3: Prepare the data file (XML)

This step is arguably the most difficult and confusing if you are new to uploading XML data files to MSDS. Don't panic! We will go one step at a time.

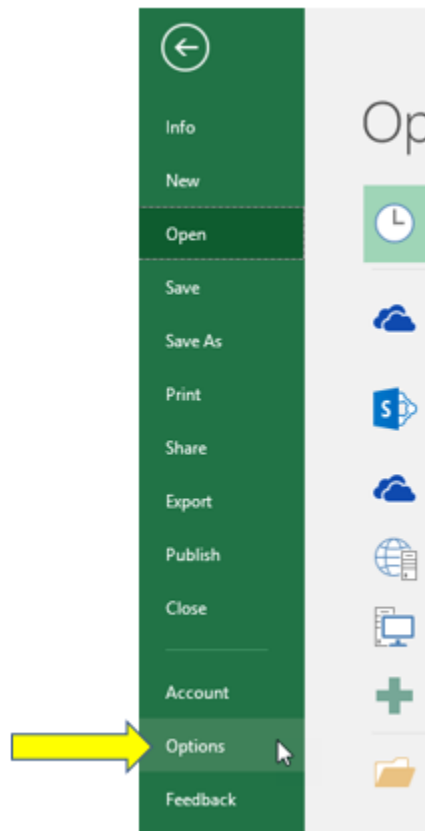
8. Open a new, blank workbook in Microsoft Excel.



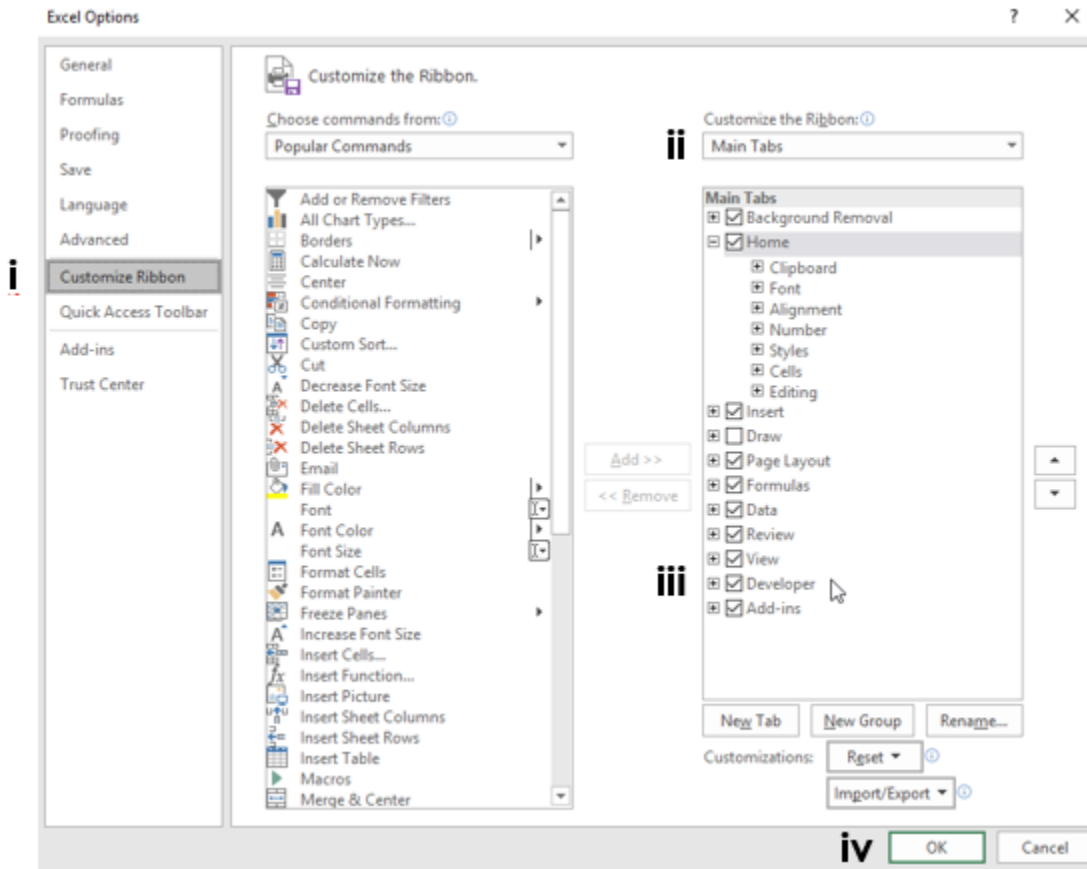
9. We will need the *DEVELOPER* tab showing. This is not a default setting, so you will need to change the Excel settings. Begin by clicking the *FILE* tab on the top menu.



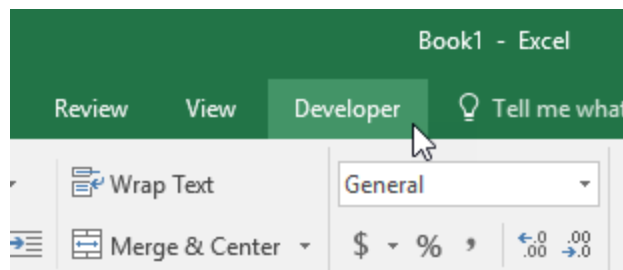
- A. The next screen will display several options on the left-hand side.
Click on *Options*.



- B. The Excel Options window will appear.
- Select *Customize Ribbon*.
 - Select *Main Tabs*.
 - Check the *Developer* option.
 - Click OK.

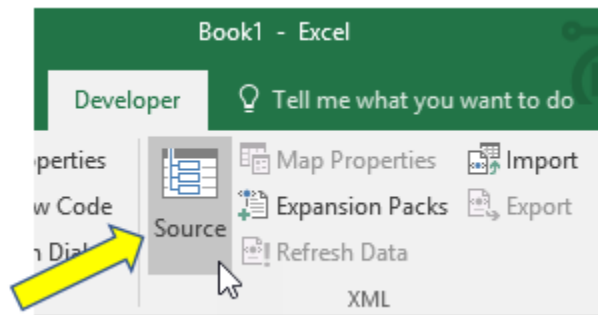


- C. Look back at the menu at the top of the screen you will see the *DEVELOPER* tab. Click it.

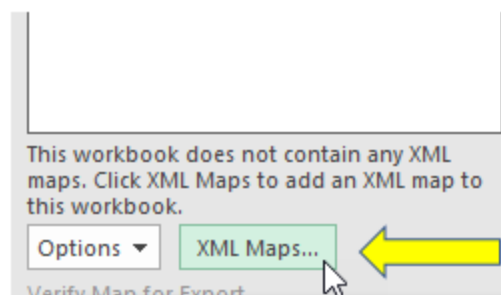


10. We will now use the *DEVELOPER* settings to get your student records into an XML format.

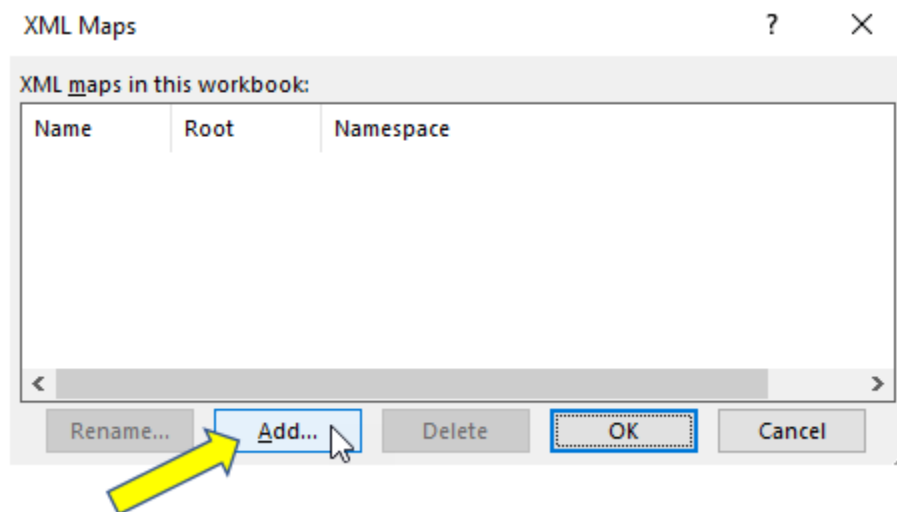
A. Begin by clicking on the Source icon.



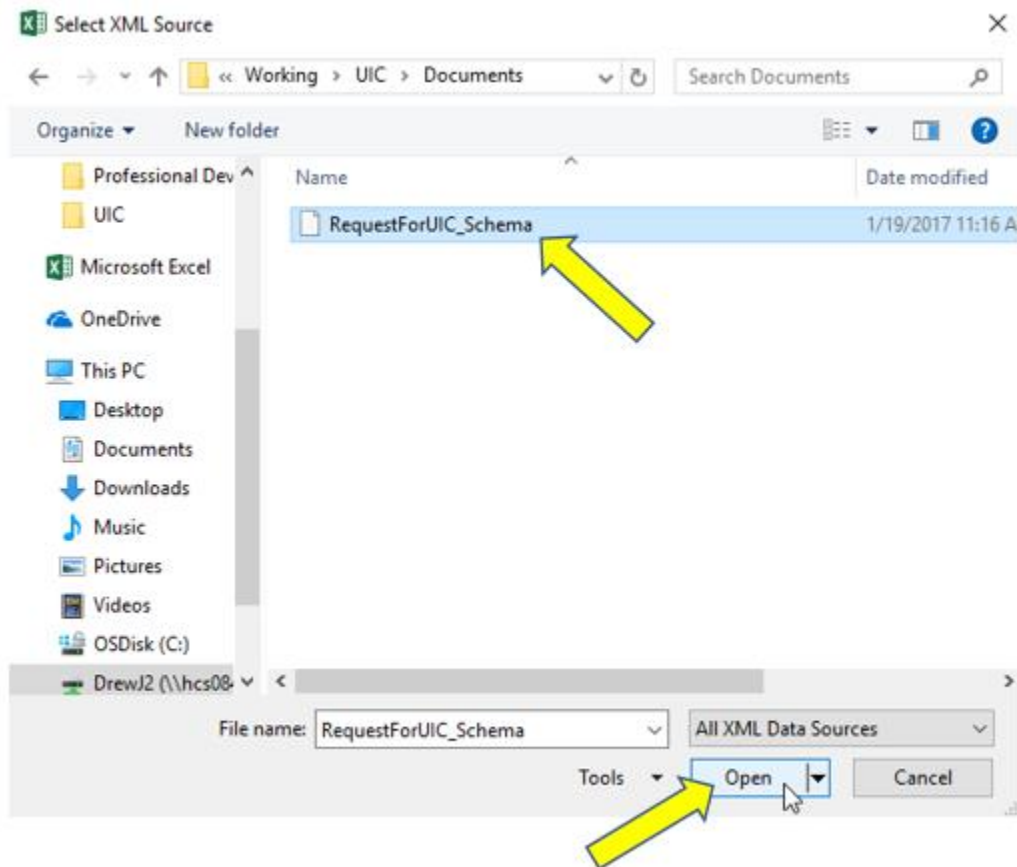
B. The XML Source pane will appear on the right-hand side of the screen. Click on the *XML Maps...* button near the bottom.



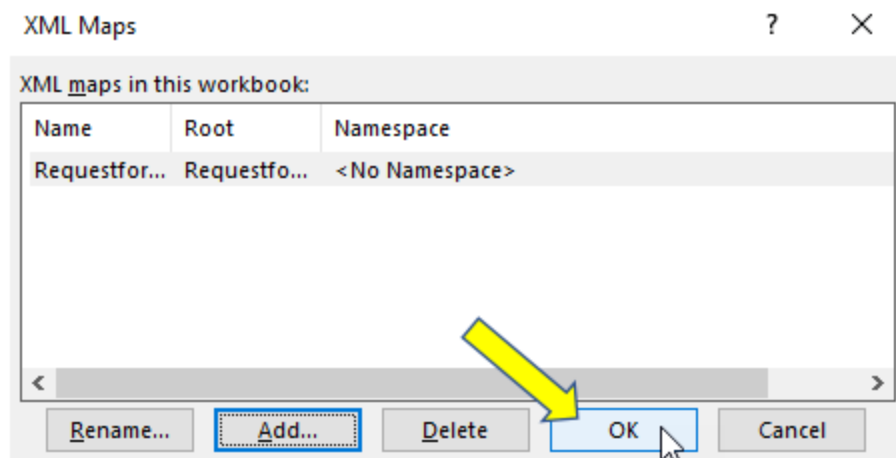
C. In the new window that appears, click Add.



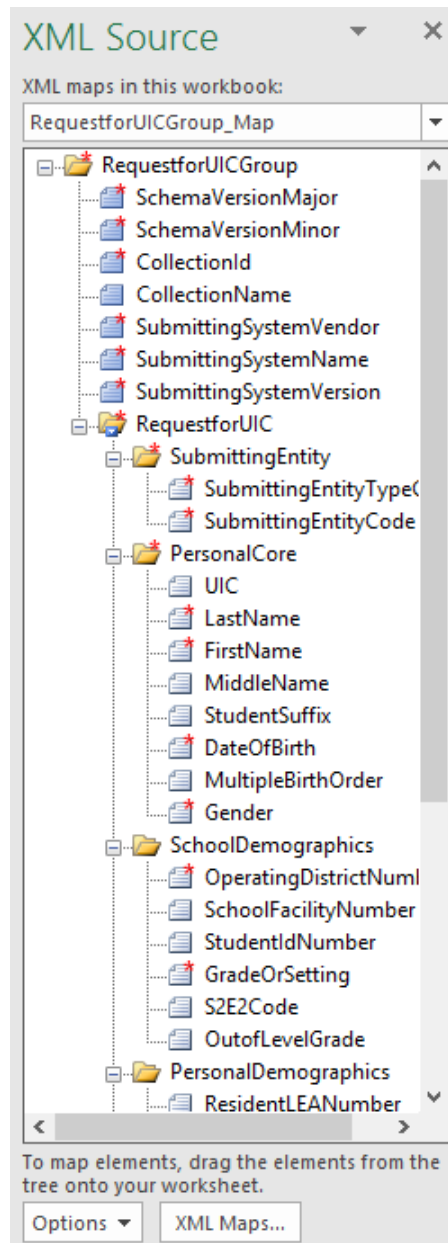
- D. Navigate to the UIC Request Schema you downloaded earlier (see Step 1). Select the XML file and then click Open.



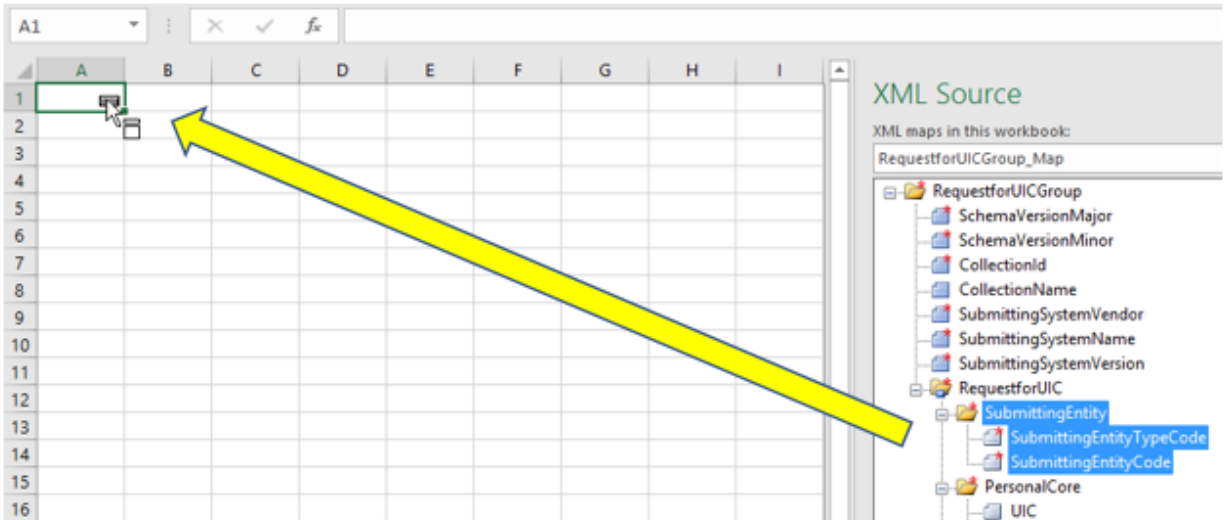
- E. Then click OK.



F. The XML Source pane will appear with a list of XML elements.



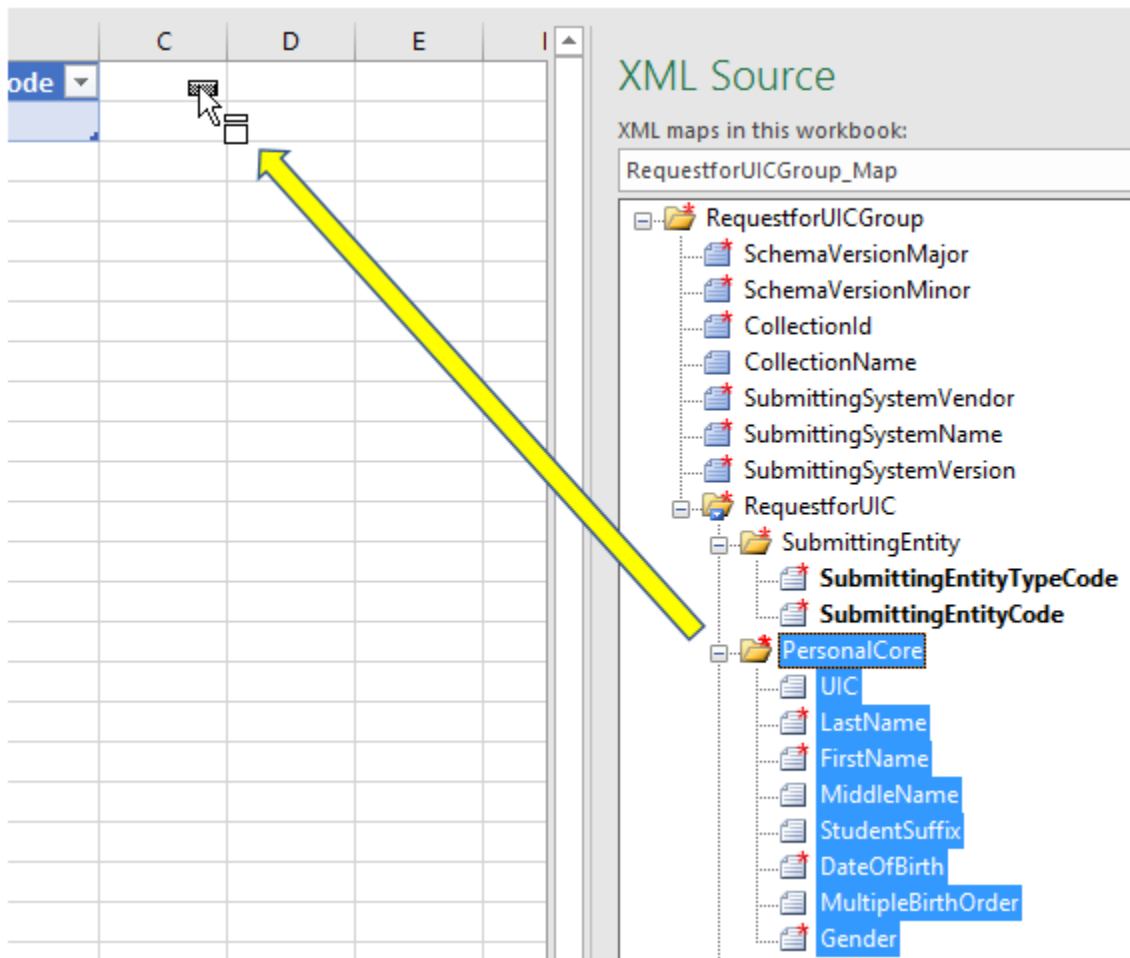
11. The next steps involve mapping XML data elements to the worksheet.
- A. Click on the folder icon labelled *SubmittingEntity* in the XML Source list and drag it to cell A1.



- B. Cells A1 and B1 should fill in with the text *SubmittingEntityTypeCode* for A1 and *SubmittingEntityCode* for B1. If you wish, you can expand the columns to see the column headings more fully.

	A	B
1	SubmittingEntityTypeCode	SubmittingEntityCode
2		

- C. Repeat these steps to drag the *PersonalCore* folder icon from the XML Source list into cell C1.



- D. Cells C1, D1, E1, F1, G1, H1, I1, and J1 will fill with elements *UIC*, *LastName*, *FirstName*, *MiddleName*, *StudentSuffix*, *DateOfBirth*, *MultipleBirthOrder*, and *Gender* respectively.

C	D	E	F	G	H	I	J
UIC	LastName	FirstName	MiddleName	StudentSuffix	DateOfBirth	MultipleBirthOrder	Gender

12. We now need to add information for the XML header.

A. Click on the + icon at the bottom of the page to add a worksheet.

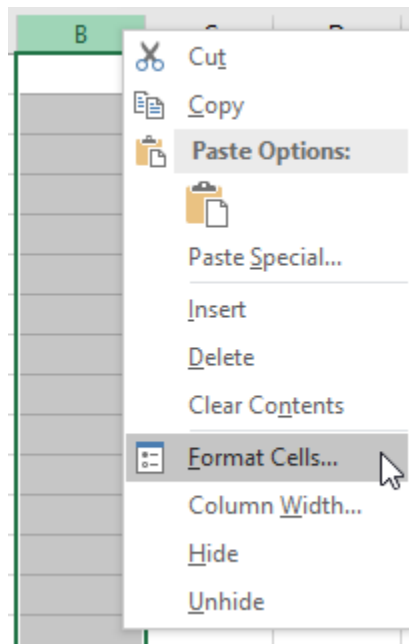


B. Type the following information in column A, adding each item in a separate row:

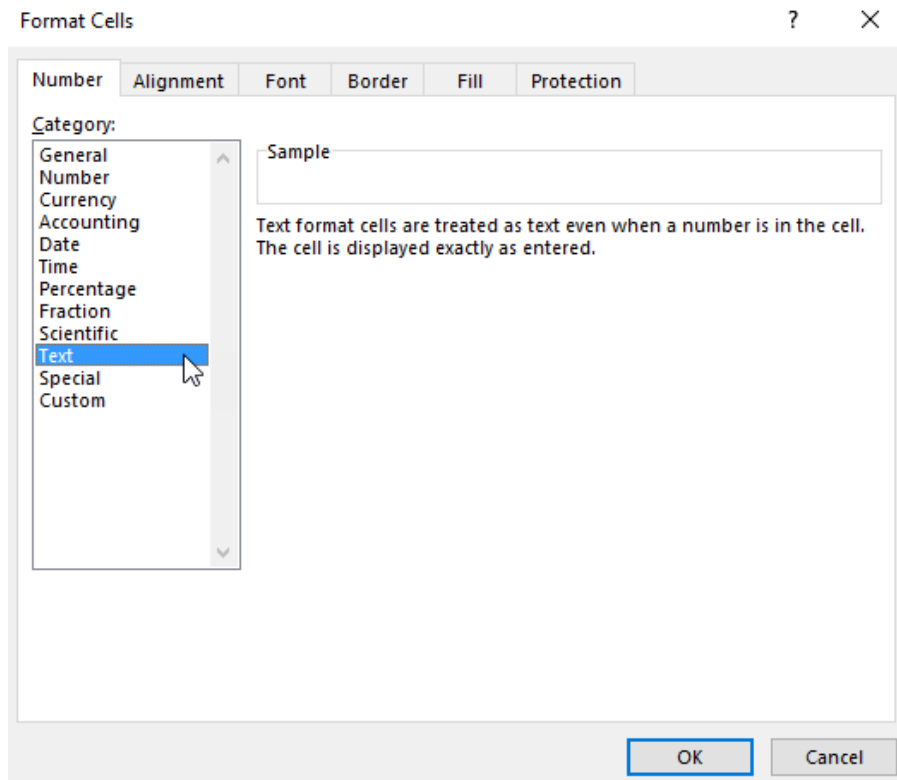
- (1) SchemaVersionMajor
- (2) SchemaVersionMinor
- (3) CollectionID
- (4) CollectionName
- (5) SubmittingSystemVendor
- (6) SubmittingSystemName
- (7) SubmittingSystemVersion

	A
1	SchemaVersionMajor
2	SchemaVersionMinor
3	CollectionID
4	CollectionName
5	SubmittingSystemVendor
6	SubmittingSystemName
7	SubmittingSystemVersion
8	

- C. Highlight column B. Then right-click to bring up the context menu. Select Format Cells...



- D. Next, select *Text* and click OK.



- E. In column B, enter the following information exactly so that it matches the information in column A.
- i. Collection
 - ii. 3
 - iii. 102
 - iv. RequestforUIC
 - v. Microsoft
 - vi. Excel
 - vii. 1.0

	A	B
1	SchemaVersionMajor	Collection
2	SchemaVersionMinor	3
3	CollectionID	102
4	CollectionName	RequestforUIC
5	SubmittingSystemVendor	Microsoft
6	SubmittingSystemName	Excel
7	SubmittingSystemVersion	1.0
8		

13. To map XML header elements, we will drag XML Source items to columns again.

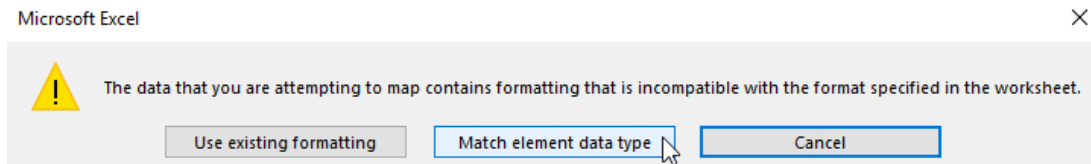
- A. Look for the *RequestforUICGroup* folder and drag the item *SchemaVersionMajor* to cell B1 where the word "Collection" appears.

The screenshot shows an Excel spreadsheet with the following data in columns A and B:

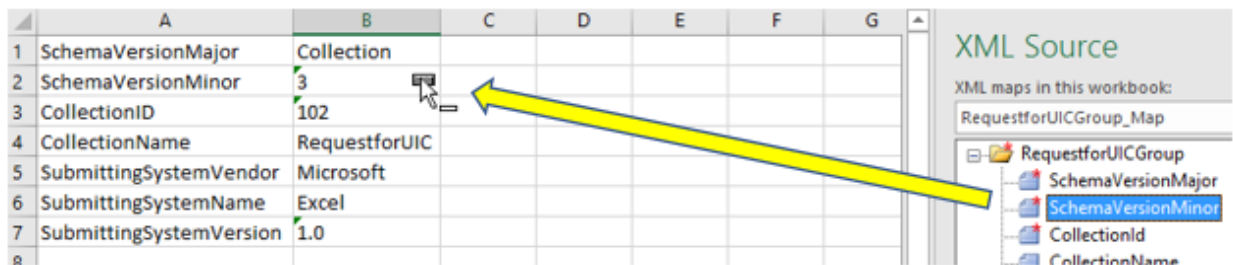
	A	B
1	SchemaVersionMajor	Collection
2	SchemaVersionMinor	3
3	CollectionID	102
4	CollectionName	RequestforUIC
5	SubmittingSystemVendor	Microsoft
6	SubmittingSystemName	Excel
7	SubmittingSystemVersion	1.0
8		
9		
10		
11		

On the right side of the spreadsheet, the 'XML Source' task pane is open, showing a tree structure under the 'RequestforUICGroup' folder. The 'SchemaVersionMajor' item is highlighted, and a yellow arrow points from it to cell B1.

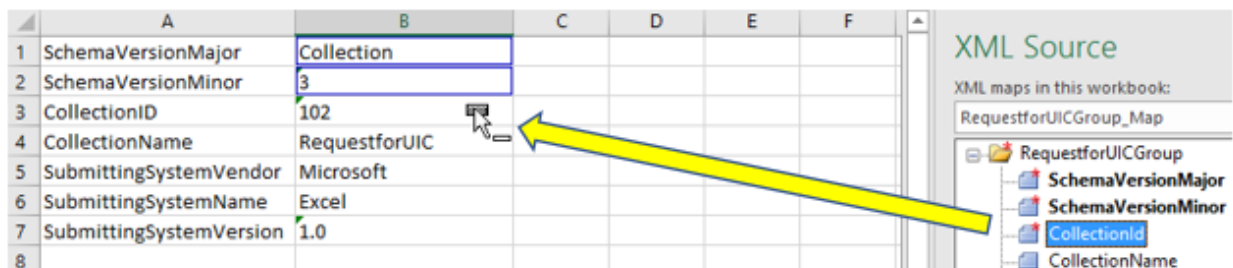
If a message box pops up and states, "The data that you are attempting to map contains formatting that is incompatible with the format specified in the worksheet," click the button marked *Match element data type*.



B. The next XML Source item is *SchemaVersionMinor*. Drag it from the XML Source list to cell B2.



C. Notice how the XML Source items have the same names as the text in column A. You can see *CollectionID* should go into cell B3, so drag it across.



- D. Drag the remaining items: *CollectionName* to cell B4, *SubmittingSystemVendor* to cell B5, *SubmittingSystemName* to cell B6, and *SubmittingSystemVersion* to cell B6.

	A	B	C	D	E	F
1	SchemaVersionMajor	Collection				
2	SchemaVersionMinor	3				
3	CollectionID	102				
4	CollectionName	RequestforUIC				
5	SubmittingSystemVendor	Microsoft				
6	SubmittingSystemName	Excel				
7	SubmittingSystemVersion	1.0				
8						
9						
10						
11						

XML Source

XML maps in this workbook:

RequestforUICGroup_Map

- RequestforUICGroup
 - SchemaVersionMajor
 - SchemaVersionMinor
 - CollectionId
 - CollectionName
 - SubmittingSystemVendor
 - SubmittingSystemName
 - SubmittingSystemVersion

When you have finished, the elements in column B will have a blue outline and the elements in the XML Source list will appear in a bold font.

14. The next job is to copy the student records (see Step 2) into the mapped spreadsheet.

- A. Open the Excel spreadsheet with the student data.

	A	B	C	D	E	F	G	H	I
	Student	Student	Student	Student		Multiple	Gender	Submitting	Submitting
1	Last Name	First Name	Middle Name	Suffix	Date of Birth	Birth Order	Code	Entity Code	Entity Type
2	Pig	Porky	P		2013-01-01		M	040000001	A
3	Duck	Daffy			2014-01-04		M	040000001	A
4	Bunny	Lola			2012-02-15	1	F	040000001	A
5	Pig	Petunia			2013-06-30		F	040000001	A
6	Gonzales	Speedy	S		2014-09-08		M	040000001	A
7	Pussycat	Penelope			2013-09-22		F	040000001	A
8	Le Pew	Pepe			2012-10-27		M	040000001	A
9	Coyote	Wile	E		2013-06-06		M	040000001	A
10	Leghorn	Foghorn			2014-01-08		M	040000001	A
11	Hawk	Henery		Jr	2013-07-04		M	040000001	A
12	Bunny	Bugs			2012-12-25		M	040000001	A
13	Warner	Dot			2013-10-09	3	F	040000001	A
14	Runner	Road			2013-09-02		M	040000001	A

- B. Highlight all the student last names, but do not include the header cell labelled "Student Last Name" with the selection.

	A
	Student
1	Last Name
2	Pig
3	Duck
4	Bunny
5	Pig
6	Gonzales
7	Pussycat
8	Le Pew
9	Coyote
10	Leghorn
11	Hawk
12	Bunny
13	Warner
14	Runner
15	

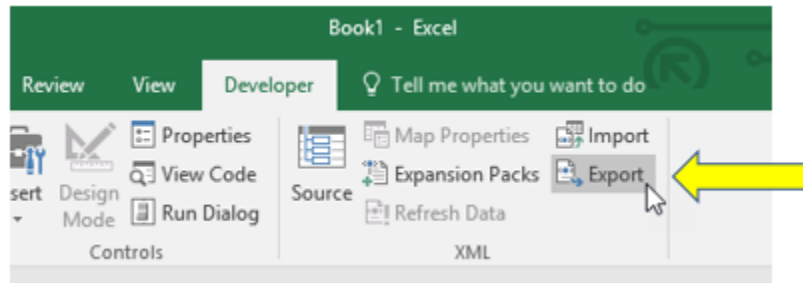
- C. Copy and paste the records into the XML data file directly below cell D1 (marked "LastName") on the first worksheet.

	A	B	C	D	E
1	SubmittingEntityTypeCode ▼	SubmittingEntityCode ▼	UIC ▼	LastName ▼	FirstNam
2				Pig	
3				Duck	
4				Bunny	
5				Pig	
6				Gonzales	
7				Pussycat	
8				Le Pew	
9				Coyote	
10				Leghorn	
11				Hawk	
12				Bunny	
13				Warner	
14				Runner	

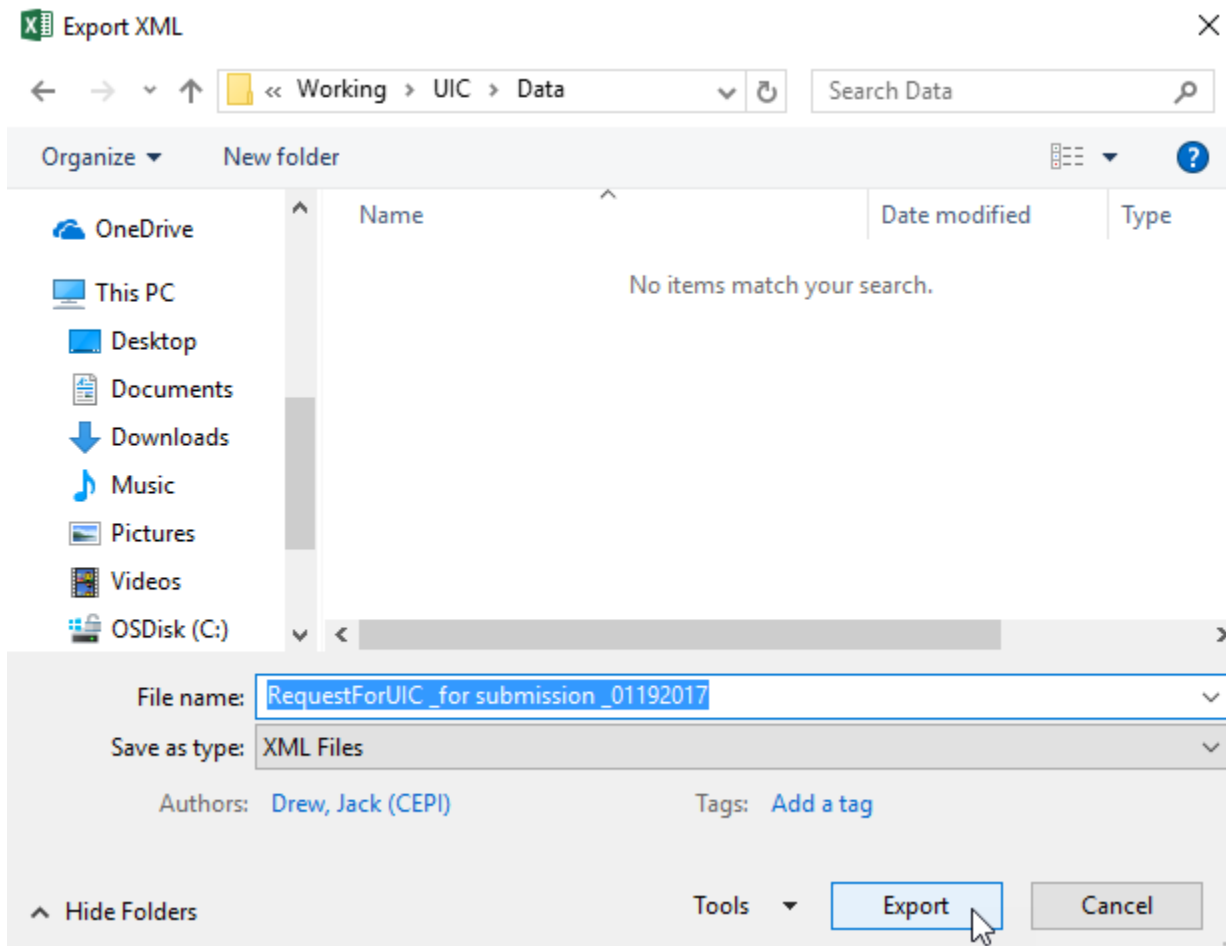
- D. Repeat this process for the remaining records. The column titled "UIC" should be left blank.

	A	B	C	D	E	F	G	H	I	J
1	SubmittingEntityTypeCode ▼	SubmittingEntityCode ▼	UIC ▼	LastName ▼	FirstName ▼	MiddleName ▼	StudentSuffix ▼	DateOfBirth ▼	MultipleBirthOrder ▼	Gender ▼
2	A	040000001		Pig	Porky	P		2013-01-01		M
3	A	040000001		Duck	Daffy			2014-01-04		M
4	A	040000001		Bunny	Lola			2012-02-15	1	F
5	A	040000001		Pig	Petunia			2013-06-30		F
6	A	040000001		Gonzales	Speedy	S		2014-09-08		M
7	A	040000001		Pussycat	Penelope			2013-09-22		F
8	A	040000001		Le Pew	Pepe			2012-10-27		M
9	A	040000001		Coyote	Wile	E		2013-06-06		M
10	A	040000001		Leghorn	Foghorn			2014-01-08		M
11	A	040000001		Hawk	Henery		Jr	2013-07-04		M
12	A	040000001		Bunny	Bugs			2012-12-25		M
13	A	040000001		Warner	Dot			2013-10-09	3	F
14	A	040000001		Runner	Road			2013-09-02		M

15. The final step is to finalize your newly created data file as an XML file.
- A. Select the *DEVELOPER* tab on the Excel menu ribbon, then click the Export icon.



- B. **Save the file in a secure location, because it contains Personally Identifiable Information (PII).** Use a file name you will remember. Ensure the *Save as type* is "XML Files" and then click OK.



Step 4: Upload the XML data file to MSDS

16. When you are ready to upload the XML file, log into MSDS.
 - A. Click on Student Data Submission... and then click the Upload File option.



17. The next screen will allow you to choose a data file to upload. To do this:
 - A. Select the *Request for UIC Collection* option from the dropdown list.
 - B. Click within the empty Description textbox to automatically populate it.
 - C. Click on the Browse button.

SDS File Upload

Collection: Request for UIC Collection **A**

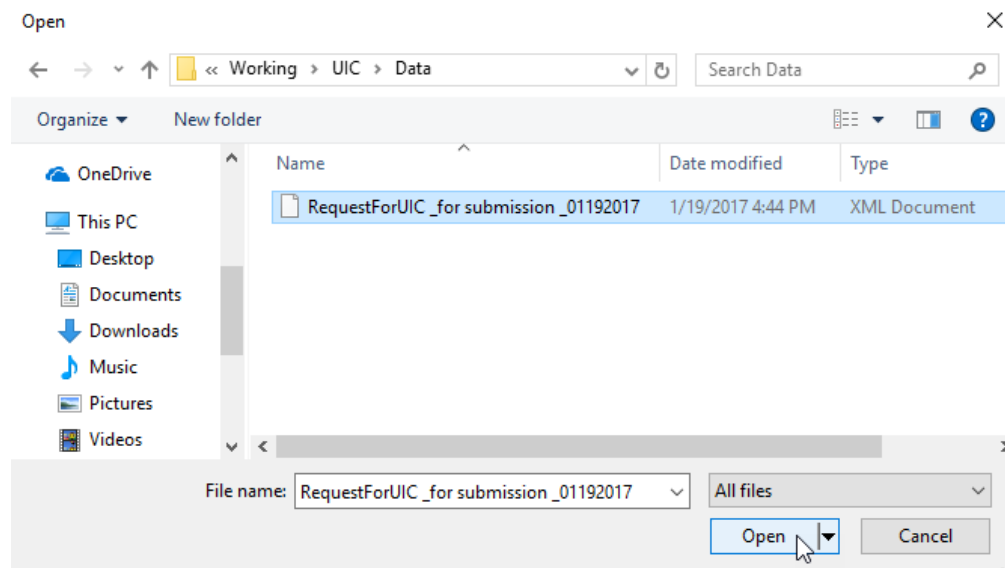
Description: The Request for UIC collection in the MSDS allows school districts to obtain or validate Unique Identification Codes (UICs) for their students. If a student's UIC is unknown, submit that student's record without a UIC (UIC field would be blank). **B**

User Notes:

☐ Click here to receive a notification message when file has been processed

File Name: **Browse...** **C**

18. Another window will open. Navigate to the secure directory where you have saved the XML data file and click on it to upload. Then click Open.



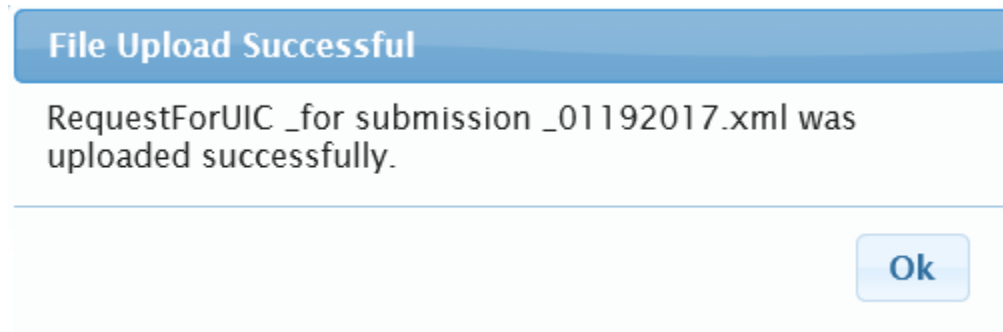
19. You will return to the main file upload window. You can check the box marked, "Click here to receive a notification message when file has been processed" to receive an email telling you when the upload process has finished (optional).

Simply click on Upload File to start uploading.

☐ Click here to receive a notification message when file has been processed

File Name:

20. After a few moments, MSDS will generate a message box to inform you the upload process has started. Click OK.



Step 5: Check the file upload status

21. Once the upload process has begun, you will need to check the status.
- Click back on Student Data Submission... and select *Uploaded File Status*.

- MSDS Home
- Manage Collections...
- Manage Users...
- System Maintenance...
- Manage Requests...
- Administrative Reports...
- Student Data Submission...
 - Upload File
 - Uploaded File Status**
 - Data Staging Area
- Student Data Downloads...
- Search...

SDS Home

Michigan Student Data System

The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

What's New

MSDS Spring Early Childhood Available

The following MSDS collection is now available Thursday, December 8:

- Spring 2017 Early Childhood

Important Dates:

- Reporting Period: November 8, 2017
- Mid-collection data quality check: December 6, 2017
- Certification Deadline: December 15, 2017

22. The next window requires you to specify a collection.
 - A. Using the dropdown list, select *Request for UIC Collection*.
 - B. Then click Filter.

23. MSDS will list the details of files that have been uploaded. In the screenshot directly below, the one file displayed has a status that reads "Processing Detailed UIC Resolution".

If you see this status, it means MSDS is still working. You will need to be patient and wait. If you checked the option to be notified when the process is complete, you will receive an email when MSDS has finished. Otherwise, you will need to periodically click the Filter... button.

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection		RequestForUIC_for submission_01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processing Detailed UIC Resolution	Jack Drew	

24. When MSDS has finished the file upload process, there will be a different file status. The next screenshot shows the results of two file uploads, each with a different status:

- A. MSDS successfully processed the file.
- B. The MSDS upload process failed.

File Upload Status								
Your search yielded 2000 result(s).								
Filtered on Collection: (Request for UIC Collection) Filter...								
Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection	A	RequestForUIC_for submission_01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processed Successfully	Jack Drew	
Request for UIC Collection	B	RequestForUIC_for submission_01192017.xml		01/23/2017 01:47 PM	File Upload UI	Failed File Level Validation	Jack Drew	

25. Let's look at the failed upload (B). Click on the filename (underlined).

File Upload Status								
Your search yielded 2000 result(s).								
Filtered on Collection: (Request for UIC Collection) Filter...								
Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection		RequestForUIC_for submission_01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processed Successfully	Jack Drew	
Request for UIC Collection	B	RequestForUIC_for submission_01192017.xml		01/23/2017 01:47 PM	File Upload UI	Failed File Level Validation	Jack Drew	

26. MSDS will present the details for the file upload. When the file failed to upload, the details look like the next screenshot. The *Upload Status* line highlights the critical outcome, while MSDS offers clues to the failure in the line marked *Records Contained*.

File Upload Status Details

Collection:	Request for UIC Collection
File Name:	RequestForUIC_for submission _01192017.xml
Stored File Name:	RequestForUIC_for submission _01192017_20170123134715323.xml
Notes:	
Upload Date:	1/23/2017 1:47:00 PM
Upload Source:	File Upload UI
Upload Status:	Failed File Level Validation
Status Description:	
Uploaded By:	Jack Drew
Submitting System Name:	
Submitting System Version:	
Submitting System Vendor:	

No Submitting Entities Found

Records Contained: Unable to Determine

The 'SubmittingEntityTypeCode' element is invalid - The value '040000001' is invalid according to its datatype 'SubmittingEntityTypeCodeType' - The Enumeration constraint failed.

The 'SubmittingEntityCode' element is invalid - The value 'A' is invalid according to its datatype 'SubmittingEntityCodeType' - The actual length is less than the MinLength value.

Outcome

Clues

27. To problem shoot, we need to look at the feedback (aka "Clues"). MSDS is signaling a problem with two fields: *SubmittingEntityTypeCode* and *SubmittingEntityCode*. It's saying the data are wrong.

We now need to check the original data file in its Excel format. Can you spot the problem?

	A	B	C	
1	SubmittingEntityTypeCode ▼	SubmittingEntityCode ▼	UIC ▼	Last
2	040000001	A		Pig
3	040000001	A		Duc
4	040000001	A		Bur
5	040000001	A		Pig
6	040000001	A		Gor
7	040000001	A		Pus
8	040000001	A		Le F
9	040000001	A		Coy
10	040000001	A		Leg
11	040000001	A		Hav
12	040000001	A		Bur
13	040000001	A		Wai
14	040000001	A		Run

Answer: I copied the wrong data into the wrong columns. As you can see, Column B data ("A" is the EntityType) should be in Column A, and Column A data ("040000001" is the EntityCode) should be in Column B.

This is a simple mistake to make, but it's easily corrected. Provided you follow the instructions back in Step 2 carefully, you should be fine.

28. In contrast, MSDS will present a different window when the file upload success is successful (A). Begin by clicking on the filename (underlined).

File Upload Status								
Your search yielded 2000 result(s).								
Filtered on Collection: (Request for UIC Collection)								
Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection	A	RequestForUIC_for submission _01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processed Successfully	Jack Drew	
Request for UIC Collection		RequestForUIC_for submission _01192017.xml		01/23/2017 01:47 PM	File Upload UI	Failed File Level Validation	Jack Drew	

29. MSDS will display the upload details in a separate window. The *Status Description* text and the *Count* of records resolved indicate the success.

File Upload Status Details	
Collection:	Request for UIC Collection
File Name:	RequestForUIC_for submission _01192017.xml
Stored File Name:	RequestForUIC_for submission _01192017_20170123142549521.xml
Notes:	
Upload Date:	1/23/2017 2:26:00 PM
Upload Source:	File Upload UI
Upload Status:	Processed Successfully
Status Description:	The file was processed successfully
Uploaded By:	Jack Drew
Submitting System Name:	Excel
Submitting System Version:	1.0
Submitting System Vendor:	Microsoft
Submitting Entity	
Submitting Entity	Count
Northeast Michigan Community Service Agency (040000001)	13
Records Contained:	13
Validation Error:	None
Close	

Step 6: Recover UIC assignment details

30. If the XML data file was successfully processed, you can access the matching results.

- A. From the MSDS main menu click back on Student Data Submission... and select *Data Staging Area*.

MSDS Home

Manage Collections...

Manage Users...

System Maintenance...

Manage Requests...

Administrative Reports...

Student Data Submission...

Upload File

Uploaded File Status

Data Staging Area

Student Data Downloads...

Search...

SDS Home

Michigan Student Data System

The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

What's New

MSDS Spring Early Childhood Available

The following MSDS collection is no Thursday, December 8:

- Spring 2017 Early Chi

Important Dates:

- Reporting Period: Nov February 8, 2017
- Mid-collection data qu 6, 2017
- Certification Deadline

31. On the following screen, select the *Request for UIC Collection* from the dropdown list. Then click Filter.

Staging Area

* = Required

Select your filter criteria...

Submitting Entity:

Collection: **A**

Certification Status:

B

32. MSDS will list the file upload results. Notice the Submitting Entity number we have been using (040000001), the number of records submitted (13), and the additional options (Download and Delete).

A. To view the results, click *Download*.

Staging Area

* = Required

Select your filter criteria...

Submitting Entity: [Add New Collection](#)

Collection:

Certification Status:

[Filter](#) [Clear](#)

Your search yielded 1 result(s).

Collection	Submitting Entity	Students	Certification Status	Last Certified	Upload	Download	Delete	Collection Open?	Certification Available?	Run Validation
Request for UIC Collection	Northeast Michigan Community Service Agency (040000001)	13	Certification not Required		Upload	Download	Delete	Yes	No	Run Validation

Items per page: 10 Page 1 of 1 [Excel](#) [Export](#)

33. MSDS will prompt you to begin the download process. Click the Start Download button.

Download Dataset

i Only staging data is available for download.

Submitting Entity:

Data Location: ☒ Staging ☐ Certified

Collection:

*Format: ☒ XML

[Start Download](#) [Close](#)

34. One more prompt will appear. To download a file with the results, click on the To Downloads button.

File Creation Started

File creation has been successfully started. Press 'To Staging' to return to the staging area, or 'To Downloads' to view your download queue.

[To Staging](#) [To Downloads](#)

35. The new screen will list all the download results for the Submitting Entity. The most recent upload will appear at the top of the list.

In the following screenshot, there are two entries for the same file to illustrate how MSDS will present the results:

- A. The *Status* of the latest download is "File Generation in Progress" and the File Name is not underlined. You cannot access the results yet. Wait until the *Status* changes to read "Ready for Download".
- B. The previous download is ready. We know this because the *Status* reads "Ready for Download" and the *File Name* is underlined.

Download Status

Filter... Request New Download

Submitting Entity	Collection	Data Source	Status	Created Date	File Name
Northeast Michigan Community Service Agency (040000001)	Request for UIC Collection	Staging	File Generation In Progress	1/23/2017 4:25:06 PM	Jack Drew-1-23-2017 4-25-06 PM.zip
Northeast Michigan Community Service Agency (040000001)	Request for UIC Collection	Staging	Ready for Download	1/23/2017 4:24:16 PM	Jack Drew-1-23-2017 4-24-16 PM.zip

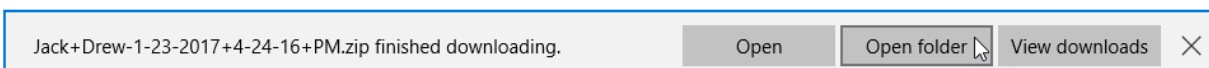
Items per page: 10 Page 1 of 1

Last Refreshed On: 1/23/2017 4:25:07 PM

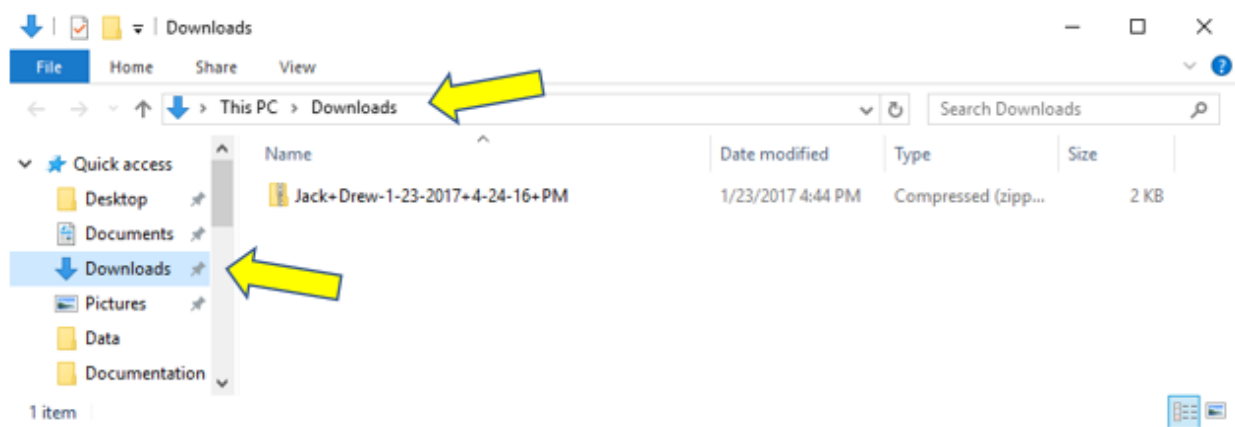
36. To download the second item (B) above, you need to click on the underlined *File Name*.

B	Ready for Download	1/23/2017 4:24:16 PM	<u>Jack Drew-1-23-2017 4-24-16 PM.zip</u>
---	--------------------	----------------------	---

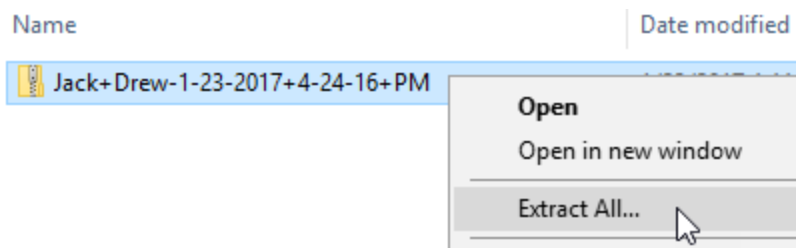
37. Your web browser (Internet Explorer, Microsoft Edge, Chrome, Mozilla Firefox) may let you view the results files automatically. In the example below, clicking the Open Folder button will open a new window.



If this option is unavailable, simply use File Explorer to open a new directory window and navigate to your Downloads folder.

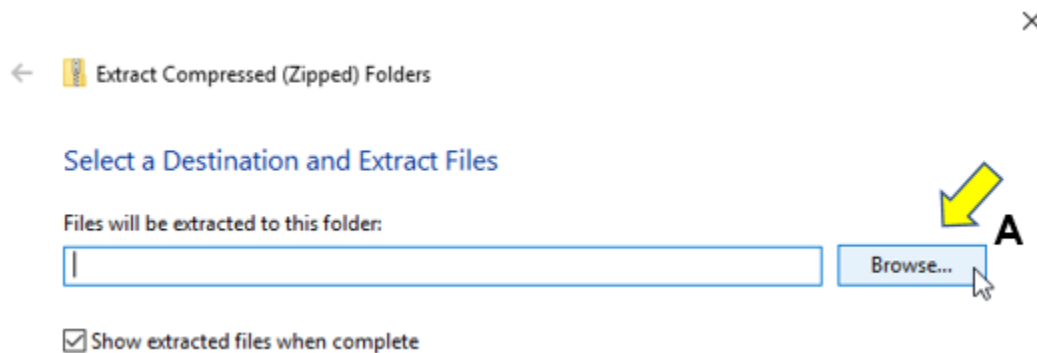


38. You will see an archived ZIP file. To open this file, right click on the file to bring up a context menu. Select *Extract All...*

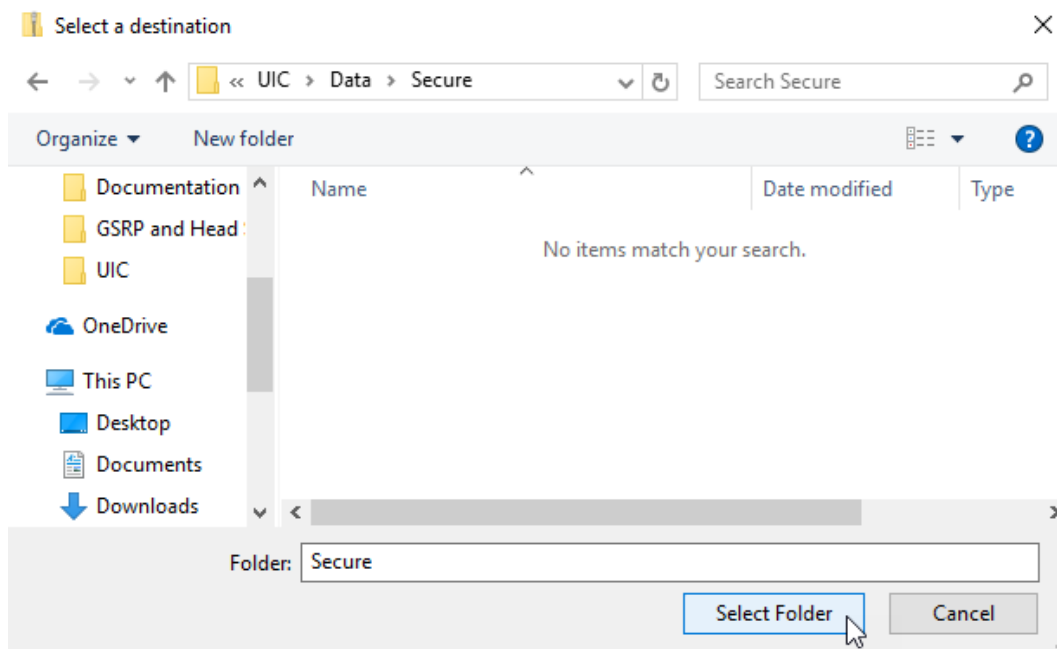


39. The following screen will prompt you to select a location to extract the ZIP file to.

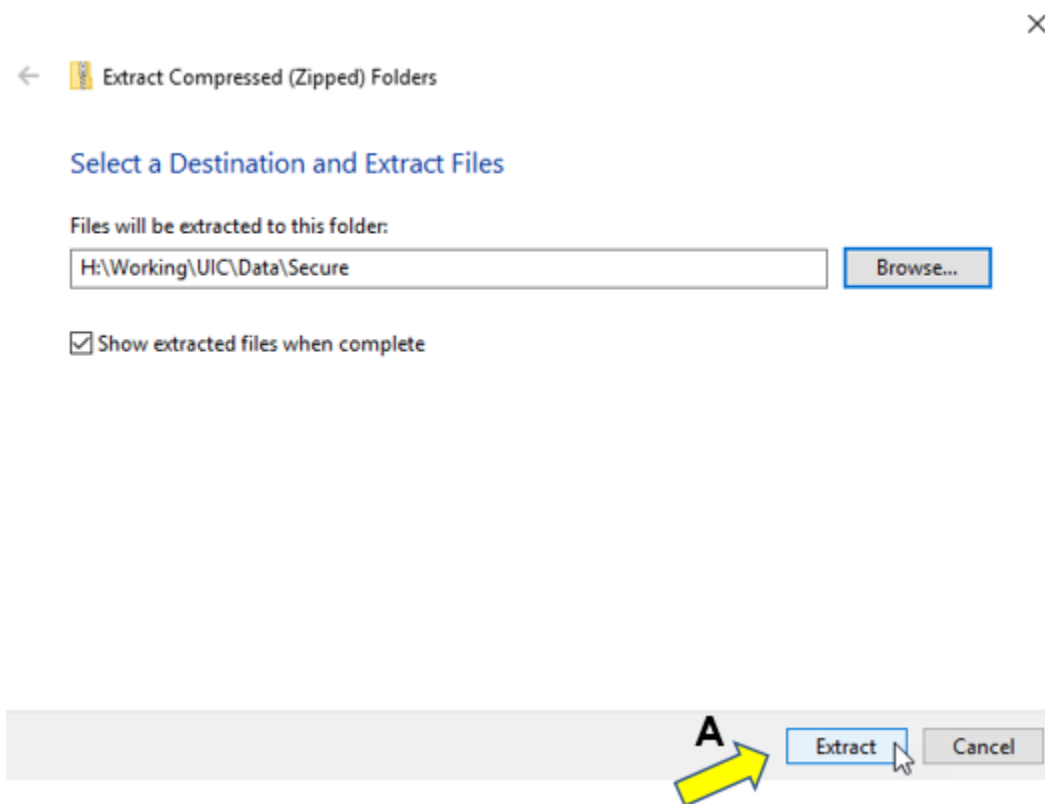
A. Click the Browse button.



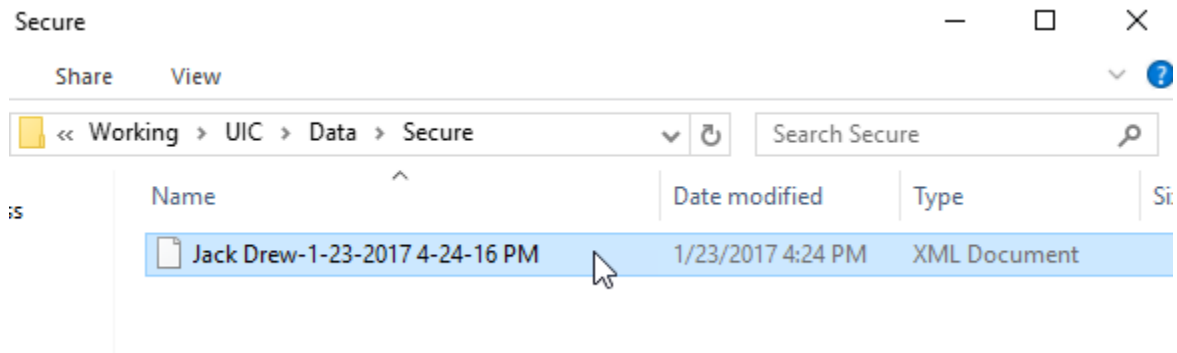
40. Navigate to a secure location (PII reminder!) and click the Select Folder button.



41. You return to the previous screen with the destination file path displayed.
A. Click the Extract button.



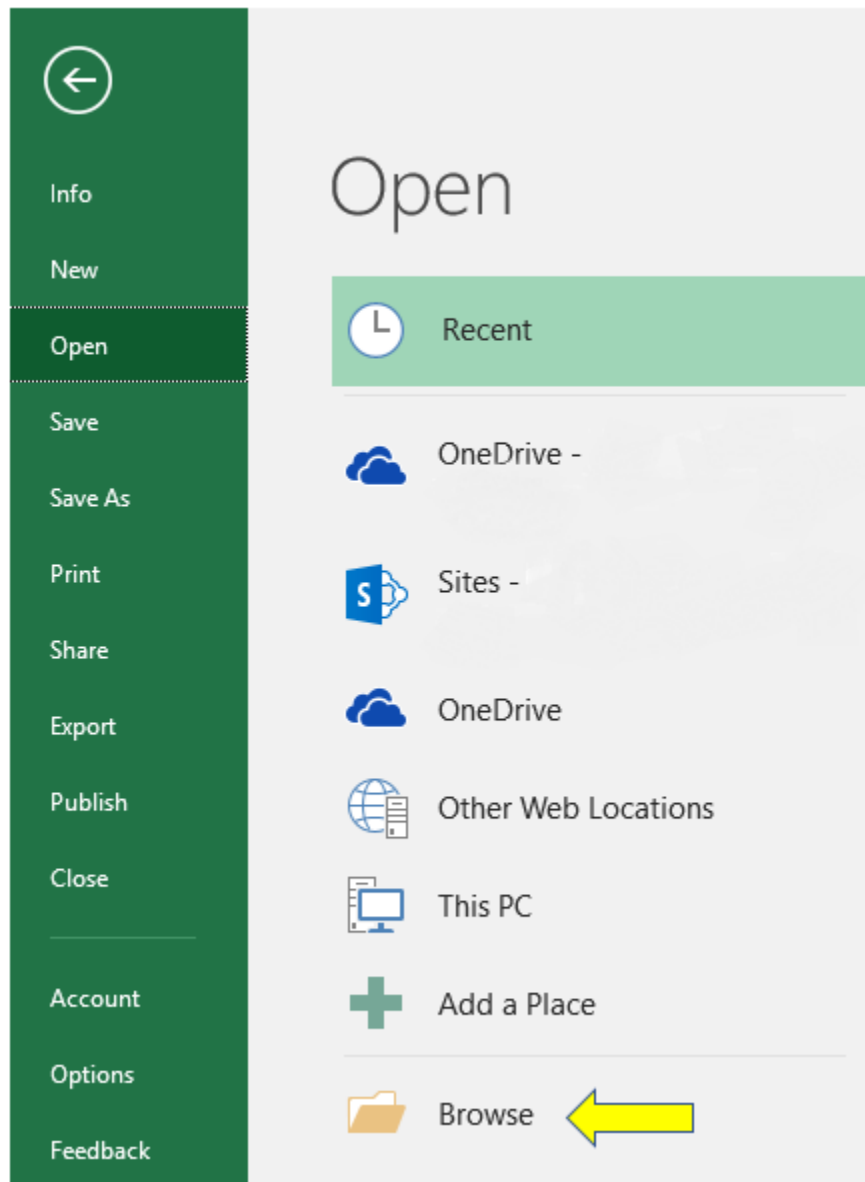
42. Next, navigate to the folder you extracted the ZIP file in. You will see a new file...



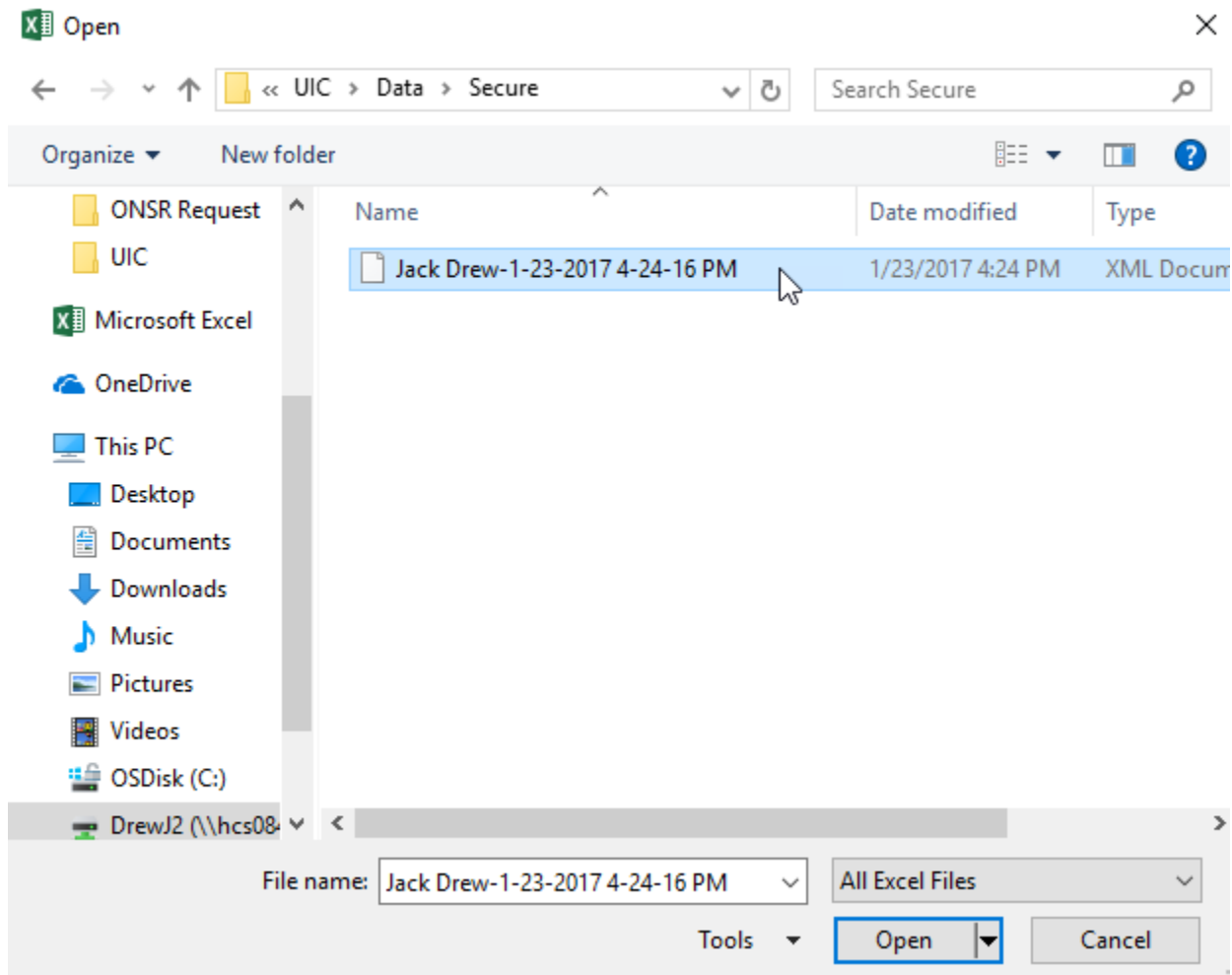
43. Start the Microsoft Excel application. Select the *FILE* tab...



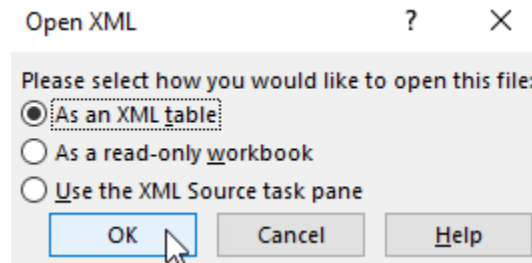
44. Select the *Open* option. Then click the Browse option...



45. Again, navigate to the folder you extracted the ZIP file to.
- A. Click on the new file.
 - B. Click the Open button.



46. You will be asked how you want to view the data. The default setting ("As an XML table") is fine. Click OK.



47. When Excel opens the data, you will notice the columns have been rearranged. Don't worry. If you navigate to Column J you will see the UIC assignments for each student. **Keep the records safely, because this is Personally Identifiable Information (PII) and therefore very sensitive!**

H	I	J	K	L
SubmittingEntityTypeCode ▼	SubmittingEntityTypeCode ▼	UIC ▼	LastName ▼	FirstName ▼
A	040000001	0857152465	Bunny	Lola
A	040000001	1860419804	Bunny	Bugs
A	040000001	4856759111	Coyote	Wile
A	040000001	7840731945	Duck	Daffy
A	040000001	0271614274	Gonzales	Speedy
A	040000001	5041535398	Hawk	Henery
A	040000001	4781308206	Le Pew	Pepe
A	040000001	9708511216	Leghorn	Foghorn
A	040000001	8319001210	Pig	Porky
A	040000001	3806473121	Pig	Petunia
A	040000001	0347106026	Pussycat	Penelope
A	040000001	8849195418	Runner	Road
A	040000001	1320777841	Warner	Dot